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BOARD of SUPERVISORS

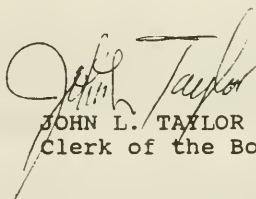


City Hall
San Francisco 94102
554-5184

NOTICE OF CANCELLED MEETING

FINANCE COMMITTEE

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Finance Committee for Wednesday, September 4, 1991 at 2:00 p.m., has been cancelled.


JOHN L. TAYLOR
Clerk of the Board

DOCUMENTS DEPT.

POSTED: AUGUST 29, 1991

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Finance Committee
Board of Supervisors
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**CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO**

SF Public Library (2)
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WEDNESDAY, SEPTEMBER 11, 1991 - 2:00 P.M. ROOM 220, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a. File 25-91-27. [Contracting Out City Services] Resolution concurring with Controller's certification that uniformed security services can be practically performed by private contractor for Public Utilities Commission by a private contractor for a lower cost than similar work services performed by City and County employees. (Public Utilities Commission)
 - b. File 38-91-10. [Acceptance of Gift] Resolution accepting three gifts valued at \$25,593.09, for use by Recreation and Park Department (Strybing Arboretum Society, \$9,093.09, for miscellaneous gifts - plants, seeds, materials, supplies, intern students, banners, signage and conference attendance for use at the Strybing Arboretum and Botanical Gardens; Ikebana International, San Francisco Bay Area Chapter, \$9,500 for renovation of the Moonviewing Garden at the Strybing Arboretum and Botanical Gardens; and Pacific Gas and Electric, \$7,000, for the reproduction of the Recreation and Park Department's Summer 1991 Schedule of Classes and Activities). (Recreation and Park Department).
 - c. File 38-91-12. [Acceptance of Donation] Resolution authorizing San Francisco Juvenile Probation Department to accept an amount totalling \$19,151.36 for donated services from the following donors (BiRite Corporation, Chevron U.S.A., Inc., Junior League of San Francisco, McKesson Foundation, Probation Officers Association, May and Stanley Smith Trust, Supervising Counselors Association, Volunteer Auxiliary of the Youth Guidance Center, and Youth Guidance Center Improvement Committee) to improve the food and upgrade food services at Juvenile Hall. (Juvenile Probation Department)
 - d. File 38-91-13. [Acceptance of Gift] Resolution accepting a gift to the San Francisco Public Library of personal computer software and accessories, valued at \$17,535, from Lotus Development Corporation. (Public Library)

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- e. File 64-91-26. [Amendment to Lease] Resolution authorizing lease of real property at 744 Harrison Street for offices for the Fire Department's Arson Squad. (Real Estate Department)
- f. File 64-91-27. [Lease Extension] Resolution authorizing extension of an existing lease of real property at 1155 Market Street for use by the Public Utilities Commission for office space for the Utilities Engineering Bureau and Hetch Hetchy and Power. (Real Estate Department)
- g. File 146-91-4.2. [AB 75 Capital Outlay Plan] Resolution authorizing amendment to the AB 75 Capital Outlay Plan for the City and County of San Francisco, as adopted by Resolution No. 125-91, to delete one San Francisco "DPH Health Center/Department of Mental Health" project and to substitute in its place seven other San Francisco Department of Public Health/Mental Health Projects. (Department of Public Health)
- h. File 146-91-50.1. [Grant – State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to expend a grant of \$283,000, which includes indirect costs in the amount of \$12,528, based on 5% of of \$250,561 from the State Office of Mental Health, services, for consultation, education and information services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- i. File 146-91-65. [Grant – Federal Funds] Resolution authorizing the Department of Health, AIDS Office, to apply for a continuation grant not to exceed \$2,500,000, which included indirect costs based on 20% of personnel costs, from the Department of Health and Human Services, Centers for Disease Control, to continue funding the AIDS Surveillance Project, and to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- j. File 146-91-66. [Grant – Federal Funds] Resolution authorizing the Department of Health, Community Public Health Services, Special Programs for Youth, as subgrantee in collaboration with Larkin Street Youth Services, as prime grantee, to accept and expend a continuation grant of \$90,116, from the Department of Health Resources and Services Administration for Community Health Outreach for Youth, and to authorize the expenditure of grant funds to finance Civil Service positions for the provision of these services. (Department of Public Health)
- k. File 146-91-67. [Grant – State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Child Health and Disability Prevention Program (CHDP), to accept and expend an allocation of \$2,105,021, which includes indirect costs in the amount of \$169,679, based on 12% of personnel costs from the State Department of Health Services for Child Health and Disability Prevention Services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- l. File 166-91-4. [Compromise of Tax] Resolution authorizing the Tax Collector to collect the amount of \$3,750 for the personal property taxes listed and discharging said Tax Collector from accountability for collecting any taxes, penalties, or costs in excess of \$3,750. (Tax Collector)

- m. File 172-91-11. [Agreement Modification] Resolution authorizing the modification of an agreement between the City and County of San Francisco and the San Francisco Child Abuse Council, Inc., to extend the current contract by six months from September 1, 1991 to February 29, 1992, in an amount not to exceed \$19,850, and granting the Department of Social Services a waiver on the retention of 5% administration costs allowable pursuant to Sections 18965-18970 of the Welfare and Institution Code. (Department of Social Services)
- n. File 172-91-12. [Agreement Modification] Resolution authorizing the modification of an agreement between the City and County of San Francisco and the Family Service Agency to extend the current contract by six months from September 1, 1991 to February 29, 1992, in an amount not to exceed \$18,574, and granting the Department of Social Services a waiver on the retention of 5% administration costs allowable pursuant to Sections 18965-18970 of the Welfare and Institution Code. (Department of Social Services)
- o. File 172-91-13. [Agreement Modification] Resolution authorizing the modification of an agreement between the City and County of San Francisco and the University of California, Fragile Infant Program to extend the current contract by five months from October 1, 1991 to February 29, 1992, in an amount not to exceed \$4,721, and granting the Department of Social Services a waiver on the retention of 5% administration costs allowable pursuant to Sections 18965-18970 of the Welfare and Institution Code. (Department of Social Services)
- p. File 172-91-14. [Agreement Modification] Resolution authorizing the modification of an agreement between the City and County of San Francisco and Charila/Catholic Youth Organization to extend the current contract by six months from September 1, 1991 to February 29, 1992, in an amount not to exceed \$27,385, and granting the Department of Social Services a waiver on the retention of 5% administration costs allowable pursuant to Sections 18965-18970 of the Welfare and Institution Code. (Department of Social Services)
- q. File 172-91-15. [Agreement Modification] Resolution authorizing the modification of an agreement between the City and County of San Francisco and the University of California, Infant-Parent Program to extend the current contract by six months from September 1, 1991 to February 29, 1992, in an amount not to exceed \$22,820, and granting the Department of Social Services a waiver on the retention of 5% administration costs allowable pursuant to Sections 18965-18970 of the Welfare and Institution Code. (Department of Social Services)
- r. File 57-91-2.1. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer/Solid Waste Management Program, in the amount of \$30,000, for graphic design services to develop promotional materials such as posters, signs, flyers, brochures and booklets to promote the various recycling programs. (Chief Administrative Officer)

- s. File 100-91-1.2. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer/Medical Examiner, in the amount of \$36,000 for the purchase of equipment and renovation of office space. (Chief Administrative Officer)

ACTION:

REGULAR CALENDAR

2. File 65-91-7. [Childcare Center, Lease Agreement] Ordinance authorizing negotiated lease agreement for childcare center at Southeast Community Facility located at 1800 Oakdale Avenue. (Real Estate Department).

ACTION:

3. File 195-91-3. [Work Furlough] Resolution authorizing the Sheriff to enter into contracts with appropriate public or nonprofit private agencies or private entities to provide a facility and services for the housing, sustenance, counseling, supervision and related services for inmates eligible for work furlough; companion measure to Files 101-91-8 and 102-91-4. (Supervisor Gonzalez)

ACTION:

4. File 51-91-1. Transmitting claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty. (Various)

January, February, March

ACTION:

5. File 51-91-2. Transmitting claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty. (Various)

April, May, June

ACTION:

6. File 40-91-5.1. [Parking of Vehicle] Resolution extending the boundaries of Residential Permit Parking Area "S" in the Duboce Triangle area; and adding to the list of streets upon which time limitations shall apply. (Department of Parking and Traffic)

(Transferred from Economic & Social Policy Committee 8/13/91 - Fiscal Impact)

ACTION:

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

September 9, 1991

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TO: Finance Committee

FROM: Budget Analyst - *Recommendations*

SUBJECT: September 11, 1991 Finance Committee Meeting

Item 1a - File 25-91-27

Department: Public Utilities Commission (PUC)

Item: Resolution concurring with the Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be
Performed: Uniformed Security Services

Description: The Controller has determined that contracting for uniformed security services at the Municipal Railway's (MUNI) yards in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries and Fringe Benefits	\$1,582,852	\$2,102,096
Uniforms	<u>17,500</u>	<u>17,500</u>
Total	\$1,600,352	\$2,119,596
<u>Contracted Service Costs</u>	<u>\$871,199</u>	<u>\$871,199</u>
<u>Estimated Savings</u>	\$729,153	\$1,248,397

Comments:

1. Mr. Carlos Jacobo of the Public Utilities Commission states that \$871,199 represents a \$47,801, or five percent decrease in contract costs over the FY 1990-91 level of \$919,000. According to Mr. Jacobo, the decrease in costs is due to a planned decrease in security guard hours to meet 1991-92 budget requirements. Mr. Jacobo reports that security guard hours will be reduced whenever possible, such as low-crime daylight hours or periods when school is in session.
2. According to Mr. Jacobo, the proposed contract would provide security guard services at San Francisco Municipal Railway yards at Potrero, Kirkland, Woods, Presidio, Geneva and Green Streets. In addition, security guards would accompany MUNI revenue collection staff.
3. Uniformed security services for the PUC at the MUNI yards were first certified as required by Charter Section 8.300-1 in 1983-84 and have continued to be provided by an outside contractor since then.
4. The one-year contract, which expires June 30, 1992, is with Burns International Security. Because the contract for these uniformed security services began July 1, 1991, the Department would need retroactive approval for the proposed resolution.
5. Fiscal year 1991-92 is Burns Security's seventh year providing uniformed security services to the Public Utilities Commission. According to Ms. Michelle Witt of the Human Rights Commission, Burns International Security is not a minority-owned, women-owned or local-owned business enterprise.

BOARD OF SUPERVISORS
BUDGET ANALYST

6. The Department has requested that this item be continued one week pending a review of the competitive bid process for these services.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: As requested by the Department, continue the proposed resolution to the September 18, 1991 Finance Committee Meeting.

ATTACHMENT D

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Utilities Commission

Time Period: 1991-92

Contract Services: Uniformed Security Services

- 1) Who performed services prior to contracting out?

These services have always been performed through an outside contract.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

N/A

- 4) What percent of City employees' time is spent on services to be contracted out?

N/A

- 5) How long have the services been contracted out?

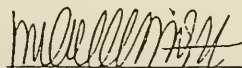
Since 1975 (16 years).

- 6) What was the first fiscal year for a Proposition J Certification?

1983-84

- 7) How will contract services meet the goals of your MBE/WBE /Action Plan?

They will conform with the PUC's and City's MBE/WBE plans.



Michelle Witt
Assistant General Manager
Finance

Finance Bureau

Telephone: 923-2577

YA:1ms/7141b

Item 1b - File 38-91-10

Department: Recreation and Park Department

Item: Resolution accepting three gifts valued at \$25,593.09, for use by the Recreation and Park Department.

Amount: \$25,593.09

Source of Gifts: Strybing Arboretum Society - \$9,093.09
Ikebana International - \$9,500
Pacific Gas and Electric - \$7,000

Description: The Recreation and Park Department reports that the Strybing Arboretum Society, a non-profit organization, donates funds on an on-going basis to support the activities of the Strybing Arboretum and Botanical Gardens. Since January of 1991, the Strybing Arboretum Society has donated a total of \$3,592.09 to purchase plants, seeds, materials and supplies, banners, and signs, \$4,500 to pay for four student interns and \$1,001 to pay for one staff person to attend a conference, for a total donation of \$9,093.09.

The Recreation and Park Department advises that the Ikebana International, San Francisco Bay Area Chapter, a non-profit agency, funded the original construction of the Moonviewing Garden at the Strybing Arboretum and Botanical Gardens approximately 18 years ago. The Ikebana International has now donated \$9,500 to renovate the Moonviewing Garden. The renovations, which have been completed, included the repair of the deck area and cleaning of the ponds.

The Recreation and Park Department reports that Pacific Gas and Electric Company (PG&E) donated \$7,000 to the Department to pay the major cost for printing approximately 6,400 copies of the Recreation and Park Department's Summer 1991 Schedule of Classes and Activities which were distributed through the City's schools for children in K-12 grades. The Department advises that this is the second year that P.G. & E. has donated funds for this purpose.

Comment: As noted above, the Recreation and Park Department has already received and expended the three gifts totalling \$25,593.09. As such, the proposed legislation should be amended to approve the acceptance of these gifts retroactively.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
September 11, 1991

Recommendation: Amend the proposed legislation to approve the acceptance of the three gifts retroactively, and approve the legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1c - File 38-91-12

Department: Juvenile Probation Department

Item: Resolution authorizing the San Francisco Juvenile Probation Department to accept \$19,151.36 in donated services to improve the food and upgrade food services at Juvenile Hall.

Description: The San Francisco Juvenile Probation Department wants to improve the quality of the food and food services to youth detained at the Juvenile Hall. In order to upgrade the food services, former President of the Juvenile Justice Commission, Ms. Beatrice Challiss Laws has solicited the following donations:

BiRite Corporation	\$ 172.36
Chevron U.S.A., Inc.	2,500.00
Junior League of San Francisco	1,000.00
Local 790 - Counselors Chapter	172.36
McKesson Foundation	2,500.00
Probation Officers Association	112.00
Mary & Stanley Smith Trust	6,150.00
Supervising Counselors Association	65.12
Volunteer Auxiliary of Youth Guidance Center	3,800.00
Youth Guidance Center Improvement Committee	<u>750.00</u>
Total Donations	\$17,221.84

After touring Alameda County Juvenile Hall, former Juvenile Justice Commissioner Laws, and other Commission members decided to retain the firm of Goldsmith and Associates, Inc., an institutional food services management and consulting firm, who was responsible for implementing an upgraded food services program at the Alameda County Juvenile Hall. The acceptance of the proposed donations would enable San Francisco's Juvenile Probation Department to enter into a contract with Goldsmith and Associates, Inc. in order to implement a similar program to the Alameda County Juvenile Hall program. Specifically, the proposed funds would be used as follows:

Goldsmith and Associates, Inc.	\$ 8,900.00
Food Serving Equipment	<u>8,321.84</u>
	\$17,221.84

Goldsmith and Associates, Inc. is neither a MBE, WBE or LBE firm.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. Mr. Don Mead, Director of Juvenile Hall, reports that the Juvenile Probation Department has already entered into a contract for a Food Services Reorganization Plan to upgrade the food services at Juvenile Hall with Goldsmith and Associates, Inc. Mr. Mead indicates that the project has been started before authorization from the Board of Supervisors was received because if implementation was delayed, then the consultant would not be available for several months. In addition, Mr. Mead indicates that having been sued by the Youth Law Center, and having been threatened with a law suit by the U.S. Justice Department because of poor health conditions at Juvenile Hall, the Juvenile Probation Department did not want to delay the project any longer. Therefore, the proposed resolution should be amended to authorize the Juvenile Probation Department to accept the donations retroactively.

2. As reflected above, the Juvenile Probation Department would only receive \$17,221.84 in contributions instead of \$19,151.36 as reflected on the proposed resolution. Therefore, the proposed resolution should be amended to authorize the Juvenile Probation Department to accept a donation in the amount of \$17,221.84 instead of \$19,151.36.

3. As part of the Food Services Reorganization Plan, Goldsmith and Associates Inc. would provide a cycle menu of five weeks with accompanying special diet modifications, food preparation worksheets, recipes, an inventory system and a meal-costing system.

4. The food serving equipment which would be purchased with the \$8,321.84 includes kitchen utensils, various food serving equipment, and heated food carts.

5. Mr. Mead reports that the Food Services Reorganization Plan and the food serving equipment would be funded entirely by the proposed donations of \$17,221.84 and would require no additional costs to the City.

Recommendations: 1. Amend the proposed resolution to authorize the Juvenile Probation Department to accept donated services retroactively.

2. Amend the proposed resolution to authorize the Juvenile Probation Department to accept donations in the amount of \$17,221.84 instead of \$19,151.36.

3. Approve the proposed resolution as amended.

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BUDGET ANALYST

Item 1d - File 38-91-13

Department: San Francisco Public Library

Item: Resolution accepting a gift to the San Francisco Public Library of personal computer software and accessories, valued at \$17,535, from Lotus Development Corporation.

Amount: \$17,535

Source of Gift: Lotus Development Corporation

Description: The Lotus Development Corporation has offered to donate, to the City's Public Library, 30 copies of its Lotus 1-2-3 Version 2.2 software program and associated accessories. Mr. Edward McBride of the Public Library reports that the Library currently uses the Lotus 1-2-3 software program and that the Lotus 1-2-3 Version 2.2 represents an enhancement which upgrades the software program to the most current version. Mr. McBride advises that the Lotus 1-2-3 software program is used by the Library for a range of purposes, including statistical information, budget analysis, accounting and data gathering.

According to Mr. McBride, the Lotus Development Corporation's donation, to the Public Library, of its Lotus 1-2-3 Version 2.2 software program, is a charitable contribution and does not place the City under any economic obligation to the company. Mr. McBride adds that the upgraded Lotus 1-2-3 software program will not entail any increase in maintenance costs.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1e - File 64-91-26

Department: San Francisco Fire Department
Real Estate

Item: Resolution authorizing a new lease of real property

Location: 744 Harrison Street

Purpose of Lease: Office and storage space for Arson Squad

Lessor: China Business Associates, Inc.

Number of Sq. Ft. and Cost/Month: Approximately 3,000 square feet at \$1.00/sq. ft. = \$3,000/month

Annual Cost: \$36,000

Utility and Janitor Services Provided by Lessor: No

Source of Funds: 1989 Proposition A-Earthquake Safety Program Bonds-Phase I

Term of Lease: Beginning September 1, 1991, or as soon thereafter as alterations are completed by the Lessor, through August 31, 1994.

Escalation: Five percent increase on September 1, 1992, and September 1, 1993.

Right of Renewal: Three, one-year renewal options.

Comments:

1. The Arson Squad currently occupies approximately 3,500 square feet at 676 Howard Street in an abandoned fire station. The fire station must be vacated to allow for seismic upgrading of the structure in order to be used as a substitute fire station while other fire stations are also being seismically upgraded over the next five years.
2. The lessor at 744 Harrison Street is making minor alterations including installing new carpeting and security and safety enhancements. Alterations are expected to be completed by the middle of September, 1991.
3. Mr. Lloyd Gardner of Real Estate reports that the \$1.00 per square foot rental rate is the fair market value of rental property in the area.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
September 11, 1991

Recommendation: Approve the proposed resolution.

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Item 1f - File 64-91-27

Department: Public Utilities Commission (PUC)
Real Estate

Item: Resolution authorizing the extension of an existing lease of real property

Location: 1155 Market Street (entire fourth, fifth and seventh floors)

Purpose of Lease: Office space for PUC's Utilities Engineering Bureau and Hetch Hetchy and Power administration

Lessor: Skyline Real Estate Investment Trust, Skyline Property Holdings, 950 Franklin Street Associates, Chelsea Square, Ltd. and the Lembi Family Revocable Trust.

Number of Sq. Ft. and Cost/Month: Approximately 37,805 square feet at \$1.55/sq. ft. = \$58,692/month

Annual Cost: \$704,304

% Increase Over 1990-91: None

Utilities and Janitor Services Provided by Lessor: Yes (except electricity)

Term of Lease: Five years beginning September 1, 1991

Escalation: Rent will increase by approximately two percent beginning the fourth year (September 1, 1994) of the five-year lease extension from \$704,304 (annually) to \$718,295.

Comments:

1. Lessor will repaint and recarpet the entire leased premises (approximate cost of \$87,000) and will provide a \$25,000 tenant improvement allowance for modification of the fourth floor space occupied by Hetch Hetchy. PUC has requested the lessor to also install mini blinds on the North side of the building (approximate cost of \$18,000).
2. According to Mr. Steve Legnitto of the Real Estate Department, the \$1.55 per square foot rental rate is the fair market value of rental space.
3. The proposed lease extension allows the City to terminate the lease anytime after December 31, 1994 by giving six months notice.

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4. The Public Utilities Commission approved the proposed lease extension on August 13, 1991.

5. The proposed lease extension became effective on September 1, 1991. Therefore, the proposed resolution should be amended to ratify an action previously taken.

6. Although the Real Estate Department is in the process of purchasing the 25 Van Ness building for the City and plans to relocate various City departments into this facility that are currently leasing space in the Civic Center area, the Real Estate Department states that the excess space at the 25 Van Ness building is not compatible with the space requirements of PUC and Hetch Hetchy. Real Estate reports that their staff have identified other City departments that could utilize the excess space at the 25 Van Ness building.

7. The Real Estate Department reports that they have advised the lessor of the rapidly changing market conditions regarding office rental space in the Civic Center area. Mr. Tony DeLucchi of the Real Estate Department states that should more favorable terms be finalized, an amendment to the proposed resolution would be presented at the Finance Committee meeting.

Recommendations: 1. Amend the proposed resolution to approve the proposed lease extension retroactively as of September 1, 1991.

2. The Budget Analyst recommends approval of the original terms of the proposed lease extension as amended for retroactivity but makes no recommendations on any renegotiated terms which may be presented by the Real Estate Department to the Finance Committee.

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Item 1g - File 146-91-4.2

Department: Department of Public Health (DPH)

Item: Resolution authorizing an amendment to the AB75 Capital Outlay Plan for the City and County of San Francisco as adopted by Resolution 125-91, to delete one San Francisco DPH Health Center/Department of Mental Health Project and to substitute in its place seven other San Francisco DPH Health Center/Department of Mental Health Project projects.

Total Capital Outlay Plan: \$3,991,643

Proposed Amendment: \$303,979

Source of Funding: State Department of Health Services under AB75, the Proposition 99 Tobacco Tax enabling legislation.

Description: The Board of Supervisors previously approved legislation (Resolution 125-91) authorizing DPH to adopt the AB75 Capital Outlay Plan and authorizing the DPH to expend the grant allocation of \$3,991,643 from the AB75 Capital Outlay Fund for County and private hospital and non-hospital capital outlay purposes including facility repairs, renovation, remodeling, expansion, acquisition and equipment needs. The State requires that no less than 67 percent of the funds be allocated to hospitals and no more than 33 percent be allocated to non-hospital facilities, including outpatient clinics, mental health facilities, public health clinics and community or free clinics.

San Francisco's AB75 Capital Outlay Plan included a proposed \$303,979 project for the DPH Health Center/Department of Mental Health Project. The Board of Supervisors did not grant expenditure authorization for this project pending the Mental Health Department's identification of the specific agencies included in the plan and the estimated cost for each project.

After obtaining the required approval from the State Department of Health of the Capital Outlay Plan and the non-hospital, mental health project component of \$303,979, the Department of Public Health issued a Request for Proposal to all county mental health program organizations. Consistent with the intent of the State allocation, project proposals were accepted only for facilities that provide direct patient care and only for capital improvements, including facility repairs,

BOARD OF SUPERVISORS
BUDGET ANALYST

renovation, remodeling, expansion or equipment. The DPH Non-Hospital Capital Outlay Committee evaluated project proposals by the following criteria:

1. Projects which emphasize mental health needs.
2. Projects that use multi-disciplinary teams of staff in their delivery of mental health services.
3. Projects which emphasize special needs that fill a gap in or complement the San Francisco Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services.
4. Clear cost benefit(s) of the project.
5. Potential for long term survivability and return on investment: permanency of funding sources and space either owned or occupied under a long term lease.
6. Imminent threat to the organization's ability to continue providing services if the proposed capital improvements are not done.
7. Project will meet service needs of individuals unable to pay for treatment of their health/mental health needs in accordance with the legislative intent of AB75.

Based on these criteria and the information provided by the responding organizations, this committee selected seven facility projects for funding. The Mental Health Department approved as requested or revised the proposed expenditures for these projects within the grant allocation and limitations to include only capital outlay items. The project funds must be expended by June 30, 1994.

The selected agencies, proposed projects and costs are as follows:

<u>Mental Health Facility/Project</u>	<u>Amount</u>
Adolescent Day Treatment Center	
Purchase of modular mobile office, renovation of office and concrete floor.	\$16,207
Richmond Area Multi Services	
Purchase of transport van.	22,500

BOARD OF SUPERVISORS
BUDGET ANALYST

Oakes Children Center

Renovation and furnishings of therapy offices. 13,230

Progress Foundation

Construction and furnishing of apartment building. \$65,362

Northeast Lodge

Replacement of heating and plumbing systems. 37,375

Baker Places

Remodeling of building for handicapped accessibility. 86,455

Conard House

Renovation of basement for meeting and recreation rooms. 62,850

Total \$303,979

Because the State requires that the Board of Supervisors approve all major changes to the County's AB75 Capital Outlay Plan, DPH is requesting approval of a Board of Supervisors resolution to amend the AB75 Capital Outlay Plan to include the above changes.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1h - File 146-91-50.1

Department: Department of Public Health (DPH), Division of Mental Health, Substance Abuse and Forensic Services

Item: Resolution authorizing the DPH to expend a continuation State grant, which includes indirect costs in the amount of \$12,528 based on five percent of personnel costs, for consultation, education and information services and authorizing the expenditure of grant funds to finance Civil Service positions for the provision of these services.

Amount: \$283,000

Source of Grant: State Department of Mental Health Services

Grant Period: July 1, 1991 through June 30, 1992

Project: Mental Health Consultation and Education Services

Project

Description:

The proposed State grant funds are used to fund the Consultation, Education and Information (C.E.&I.) Services Unit for DPH. The C.E.&I. Unit provides outreach and education services to residents of San Francisco. These services include mental health support groups, suicide intervention training, parent skills training and consultation and training for community-based service providers. The goals of the C.E.&I. Unit, as provided by DPH, are as follows:

- To assist community care-givers to recognize symptoms of severe mental disorder, make more effective use of mental health resources, and become more skillful in promoting the self-help techniques of the people they serve.
- To assist community residents to understand and utilize appropriate mental health resources.
- To strengthen the support systems and coping skills of people who live under stressful conditions such as families of the severely mentally ill, refugees, newly arrived immigrants, the homeless and single parents.
- To decrease the risk of serious mental health illness and associated physical disabilities among specific populations who are at risk.

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**No. of Persons to
be Served:**

- Support group training - minimum of 20 persons
- Parent skills training - minimum of 100 persons
- Community based service provider training - minimum of 155 service providers
- Suicide intervention training - minimum of 100 persons

Project Budget:

<u>Personnel</u>		
Salaries (5.6 FTE)	\$200,449	
Fringe Benefits	<u>50,112</u>	
Subtotal		\$250,561
 <u>Operating Expenses</u>		
Rent	\$10,000	
Travel	1,344	
Equipment Maintenance	800	
Equipment Rental	1,900	
Materials and Supplies	1,789	
Books and Publications	1,000	
Printing	<u>3,078</u>	
Subtotal		19,911
 <u>Indirect Costs</u>		 <u>12,528</u>
Total		\$283,000

Indirect Costs: \$12,528, or five percent of total personnel costs.

Local Match: None

Comments:

1. The Board of Supervisors authorized the Department of Health to apply for and accept the proposed grant July 10, 1991 (Resolution 641-91). No changes have been made to the proposed project or budget since the Board of Supervisors authorized the DPH to apply for and accept the proposed grant.
2. The proposed grant has a start-up date of July 1, 1991. According to Ms. Bertie Mo of the DPH, the proposed resolution does not need to be amended to authorize the DPH to expend the proposed grant retroactively because the DPH has not yet received the grant funds, but instead would be reimbursed for services provided since July 1, 1991. The Department is currently expending General Fund monies to support these grant funded services. Ms. Mo advises that the proposed grant funds would reimburse the General Fund entirely for all such expenditures.

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3. Mr. John Madden of the Controller's Office reports that the Controller is working with the DPH to ensure that the DPH identifies a specific alternate source of funding within their General Fund budget (i.e., salary savings) to bridge the funding gap between the expiration of a prior grant and the formal notice of approval of a new grant.

4. The proposed grant amount of \$283,000, is the same amount as the grant allocation for fiscal year 1990-91.

5. The DPH reports that should the grant funds be reduced or terminated, the Department would seek private foundation funding to support the positions or, if available, would transfer grant personnel into vacant departmental positions.

6. Attached is the "Summary of Grant Request", as prepared by DPH, for the proposed grant funds.

Recommendation: Approve the proposed legislation.

Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Dept. of Mental Health
 Contact Person Robert S. Cacic
 Address 1600 9th St.
Sacramento, CA 95814
 Amount Requested \$ 283,000
 Term: From 7/1/91 To 6/30/92
 Health Commission _____ Board of Supervisors: Finance Committee _____

Div. of Mental Health, Substance
 Division Abuse and Forensic
 Section Consultation, Education & Information
 Contact Person Bertie Mo, Ph.D., MPH
 Telephone (415) 255-3661
 Application Deadline June 30, 1991
 Notification Expected September 30, 1991
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to 2)
 (Circle appropriate words) grant in the amount of \$ 283,000 from the period of 7/1/91 to 6/30/92
 to provide consultation, education & information services.

II. Summary: (Concise summary; brief addressed; number - groups served; services and providers)

Consultation, Education and Information services are provided to the entire population of San Francisco. This is the 11th year of this grant. A team of bilingual, bi-cultural MPH and BA level mental health educators provides these outreach and education services which includes support groups, suicide intervention training and parent skills training. We also consult with DPH staff on workshops and training.

III. Outcome/Objectives:

The population of San Francisco will be more knowledgeable about mental health and mental illness and be able to access services when necessary.

IV. Effects of Reduction or Termination of These Funds:

Citizens of San Francisco will not have basic information about mental health and mental illness and will not know how and where to access services when necessary.

V. Financial Information:

	FY 89/90 Col. A	FY 90/91 Col. B	FY 91/92 Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	282,295	283,000	283,000	0		
Personnel	208,776	230,957	250,561	19,604		
Equipment	2,900	4,646	0	0		
Contract Svc.						
Mat. & Supp.	9,000	7,268	1,789	-5,479		
Facilities/Space	10,000	10,000	10,000	0		
Other	39,035	29,329	16,322	-13,007		
Indirect Costs (5%)	10,440	0	12,528	12,528		

VI. Data Processing

	800	800	800
(Col. B excluded above)			

VII. Personnel

	4	5	5
F/T CSC			
P/T CSC	2	2	2
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Two 2823 Mental Health Educator funded partially through Prop. 99.

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, via private foundation funding. They may also be dispersed throughout the health department if vacant positions become available.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If not source, attach Request for Estimate Form)

Item 1i - File 146-91-65

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health to apply for a continuation grant, which includes indirect costs based on 20 percent of personnel costs, and authorizing the expenditure of grant funds to establish and finance Civil Service positions for the provision of services.

Grant Amount: Not to exceed \$2,500,000

Source of Grant: Department of Health and Human Services,
Centers for Disease Control (CDC)

Grant Period: January 1, 1992 to December 31, 1992

Project: AIDS Surveillance Project

Description: The proposed grant would fund the second year of a five-year grant. The AIDS Surveillance Project includes all surveillance and seroprevalence activities conducted by the Department of Public Health. The purpose of surveillance and seroprevalence activities is to track the AIDS epidemic in order to identify HIV disease trends and issues and design programs which will address current needs. Surveillance activities consist of record searches of six San Francisco hospitals. The DPH also relies on medical practitioners and hospitals to provide information on AIDS cases in San Francisco.

No. of Persons to be Served: Population of San Francisco

Grant Budget: To Be Determined

Local Match: None

Comments: 1. According to Mr. Tim Piland of the Department of Public Health, the project budget, including indirect costs, will be provided before the DPH applies for permission to accept and expend the proposed grant.

2. The application deadline for this grant is September 3, 1991. Since the Board of Supervisors will not consider the proposed resolution until after September 3, 1991, the proposed resolution should be amended to give the Department authorization to apply for the grant retroactively.

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3. The proposed grant amount not to exceed \$2,500,000 would be \$814,384, or 48 percent, higher than the current grant of \$1,685,616. Mr. Piland reports that the increase in requested 1992 funding over the previous year is the result of a planned expansion of services mandated by the funder. Mr. Piland further reports that the Department will provide a full description of expanded services with the request for permission to accept and expend the proposed grant.

4. According to Mr. Piland, if the proposed grant were reduced or terminated, grant-funded positions would be reduced or terminated accordingly. The Project currently provides funding for 24.75 FTEs. Mr. Piland anticipates that the number of FTEs would increase due to the expansion of the proposed program.

5. Attached is the "Summary of Grant Request" as prepared by the DPH.

Recommendation: Amend the proposed resolution to authorize the Department to apply for the grant retroactively. Approve the proposed resolution as amended.

Health and Human Services

Person Lin Dixon/Jeff Efird
244 E. Paces Ferry Rd, NE, #300
Atlanta, GA 30305

Division - CO/AIDS Div
 Section AIDS Office
 Contact Person Tim Piland
 Telephone 554-9132
 Application Deadline 9-3-91
 Notification Expected 11-15-91

Amount Requested \$ 2,500,000

Term: From 1-1-92 To 12-31-92

Health Commission _____ Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) ~~(accept and expend)~~ a ~~(new)~~ (continuation) ~~(renewal)~~ ~~(extension)~~ ~~(renewal)~~ grant in the amount of \$ 2,500,000 from the period of 1-1-92 to 12-31-92 to provide AIDS Surveillance Project services.

II. Summary: (Concise summary of the project; include a brief description of the project and its objectives)

This continuation grant will fund the second year of the current AIDS Surveillance Project (#416); this includes all AIDS/HIV surveillance and seroprevalence activities conducted by the Department of Public Health.

III. Outcomes/Objectives:

The objective of the AIDS surveillance and seroprevalence activities is to generate meaningful epidemiologic data about the nature of the epidemic in order to identify and address HIV disease trends and issues.

IV. Effects of Reduction or Termination of These Funds:

Failure to accept these continuing grant funds would significantly impair our ability to measure and track the AIDS epidemic in San Francisco; failure to accept these funds would also jeopardize future grant funding.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>1,660,358</u>	<u>1,685,616</u>	<u>2,500,000</u>	<u>+814,384</u>		
Personnel	<u>1,110,484</u>	<u>1,112,330</u>				
Equipment	<u>13,200</u>	<u>0</u>				
Contract Svc.	<u>139,648</u>	<u>210,008</u>				
Mat. & Supp.	<u>113,838</u>	<u>100,324</u>				
Facilities/Space	<u>46,308</u>	<u>30,189</u>				
Other	<u>59,208</u>	<u>52,005</u>				
Indirect Costs	<u>177,672</u>	<u>180,760</u>				

Detailed Budget will be

submitted with Accept and Expend

Resolution; See Attachment next page.

VI. Data Processing

(costs included above) 6,600 0

VII. Personnel

	<u>24.0</u>	<u>24.75</u>		
F/T CSC				
P/T CSC				
Contractual	<u>5.0</u>	<u>6.75</u>		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Estimate Form)

Contractual budget is in development; information in regard to these services will be submitted with Accept/Expend

Item 1j - File 146-91-66

Department: Department of Public Health (DPH)
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health, as sub-grantee in collaboration with Larkin Street Youth Center, as prime grantee, to accept and expend a continuation Federal grant, and to authorize the expenditure of grant funds to finance Civil Service positions for the provision of these services.

Grant Amount: \$90,116

Grant Period: August 1, 1991 through May 30, 1992

Source of Funds: U.S. Department of Health Resources and Services Administration for Community Health Outreach to Youth

Project: Project Ahead (Alliance for the Health of Adolescents)

Description: This would be the second year of funding for a three-year project. The proposed grant funds would be used to provide health services to high risk youths which would include screening, testing, counseling, family planning, prenatal care and drug treatment. The goals of the project would include the continued support and participation in City-wide collaborative AIDS prevention reduction efforts, the development of a community-based, family-centered coordinated service for very high risk and HIV infected adolescents and their families, and the development of programs to reduce the spread of HIV infection to vulnerable youths through support services and a referral system for youths.

The Larkin Street Youth Center is the prime grantee of the proposed Federal grant. The DPH would work in collaboration with the Larkin Street Youth Center. The Larkin Street Youth Center would have the responsibility for the administration and coordination of the project. The DPH would provide the clinical and administrative supervision for the health care services staff located at Larkin Street, and provide community health outreach through a licensed vocational nurse with a focus on AIDS prevention. The Larkin Street Youth Center would receive reimbursement for services provided for the project directly from the U.S. Department of Health and Human Services. The DPH, as sub-grantee, would receive reimbursement from the Larkin Street Youth Center.

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Indirect Costs: The prime grantee, Larkin Street Youth Services, prohibits the use of grant funds for indirect costs.

Required Match: None.

Project Budget:	<u>Personnel</u>	<u>FTE</u>	
	Licensed Vocational Nurse	1.00	\$34,663
	Physician Specialist	0.50	36,294
	<u>Fringe Benefits</u>		<u>19,159</u>
	Total Budget	1.50	\$90,116

Comments:

1. As reflected on the prior page, the proposed grant period began on August 1, 1991. Dr. Janet Shalwitz of the DPH reports that the DPH has continued to provide services and has continued to receive reimbursement for services from the Larkin Street Youth Center, although the DPH has not previously requested authorization from the Board of Supervisors to accept and expend the proposed grant funds. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend the proposed grant funds retroactively.
2. The proposed continuation grant did not require an application. Therefore, the DPH did not request authorization from the Board of Supervisors to apply for the proposed grant.
3. Dr. Shalwitz reports that if the proposed grant funds are reduced or terminated than the grant funded positions would be similarly reduced or terminated.
4. The proposed grant award of \$90,116 is \$20,995 or approximately 30 percent greater than the FY 1990-91 grant award of \$69,121.
5. Attached is the "Summary of Grant Request" as prepared by the DPH.

Recommendation: Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant funds retroactively. Approve the proposed resolution as amended.

Grantor Dept. of Health Resources & Services
 Contact Person Grantee: Larkin St. Youth Center
1044 Larkin St.
 Address San Francisco, 94109

Division CPHS
 Section Special Programs for Youth
 Contact Person Janet Shalwitz, M.D.
 Telephone 753-7780

Amount Requested \$ \$ 90,116

Application Deadline

Term: From 8/1/91 To 6/30/92

Notification Expected

Health Commission Board of Supervisors: Finance Committee
 Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 90,116 from the period of 8/1/91 to 6/30/92
 to provide community health outreach for youth services.

II. Summary: (Concise history; need addressed; number & groups served; services and providers)
Acting as sub-grantee with Larkin Street Services as prime grantee, Special Programs
for Youth/SFDPH will provide clinical and administrative supervision for the Health Care
Services staff located at Larkin Street. SPY will provide community health outreach
with a focus on AIDS prevention, education, support and counseling, on the Larkin
Street Van.

III. Outcomes/Objectives:
Establishing support services for youth to reinforce safe sex and drug practices,
establishing a referral system for youth with special needs and maintaining contact
with infected youth by utilizing mobile community health outreach efforts.

IV. Effects of Reduction or Termination of These Funds:
Homeless, runaway youth who are highest at risk for HIV infection are also those
hardest to reach in terms of competent, accessible screening, counseling and testing
services. Without mobile outreach, many would go without these services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		\$69,121	\$90,116			
Personnel		\$69,121	\$90,116			
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(as indicated above)

VII. Personnel

F/T CSC		1.0		
P/T CSC		.50		
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Physician Specialist (.50) is working part-time on other projects within the
department.

Will grant funded employees be retained after this grant terminates? If so, How?
Ideally yes.

*VIII. Contractual Services: Open Bid Sole Source (Use asterisk with Request for Exemption Form)

Item 1k - File 146-91-67

Department: Department of Public Health (DPH), Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health to accept and expend a State allocation which includes indirect costs in the amount of \$169,679 based on 12 percent of personnel costs, and to authorize the expenditure of funds to establish and finance Civil Service positions for the provision of these services.

Amount: \$2,105,021

Source of Allocation: State Department of Health Services

Term of Allocation: July 1, 1991 through June 30, 1992

Project: Child Health and Disability Prevention Program (CHDPP)

Description: The CHDPP includes four programs: Child Health and Disability Prevention (CHDP), Early Periodic Screening Diagnosis and Treatment (EPSDT), Public Health and Nursing Enhancement (PHNE) and Prenatal Care Guidance. The services facilitate regular pediatric health screening for Medi-Cal children under 21, and for children in low income families, ages up to 29 months and those entering the first grade. Information, referral and outreach services are also provided to families of the children and pregnant women eligible for Medi-Cal.

No. of Persons to be Served: Outreach services to 91,037 Medi-Cal and low income children.

Outreach and case management services to approximately 980 high risk pregnant women.

Budget:	<u>Personnel</u>	
	Salaries (20 FTE)	\$1,460,308
	Fringe Benefits (29%)	<u>428,250</u>
	Subtotal Personnel	\$1,888,558

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<u>Operating Expenses</u>	
Materials and Supplies	\$32,924
Rent	13,860
Indirect Costs	<u>169,679</u>
Subtotal Operating	\$216,463
 Total	 \$2,105,021

The total allocation of \$2,105,021 consists of Child Health and Disability Prevention (\$282,904), Early Periodic Screening Diagnosis and Treatment (\$533,872), Public Health and Nursing Enhancement (\$686,294), and Prenatal Care Guidance (\$601,951).

Indirect Costs: \$169,679 or 11.6 percent of salary costs totalling \$1,460,308.

Required Match: \$357,828 which is included in DPH's 1991-92 budget.

Comments: 1. According to the DPH, the proposed State allocation, in contrast to a State grant, is a direct allocation of funds and does not require that the DPH submit an application to the State. Therefore, the proposed resolution only includes authorization to accept and expend the proposed State allocation.

2. Of the four CHDPP programs, the Child Health and Disability Prevention Program does not have a required match, however, the other three programs, EPSDT, PHNE and Prenatal Care Guidance do have required matches totalling \$357,828. As previously noted, the \$357,828 match is included in DPH's 1991-92 budget.

3. In 1990-91, DPH received a total of \$1,559,646 for the CHDPP. The proposed \$2,105,021 allocation for 1991-92, represents a \$545,375 or 34.9 percent increase.

4. The DPH reports that the Department has been allocated funds from the State for the CHDPP since 1976. The Department does not expect the State to terminate this annual allocation.

5. As noted above, the proposed State allocation has a start-up date of July 1, 1991. Mr. Stan Ozaki of the DPH reports that the Department is currently expending General Fund monies to support these State allocation funded services. Mr. Ozaki advises that the proposed State allocation will reimburse the General Fund entirely for all such expenditures. Since the DPH has not, as yet, received the allocation, but rather would be reimbursed for services

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provided since July 1, 1991, the proposed resolution does not need to be amended to accept and expend the allocation retroactively.

6. Mr. John Madden of the Controller's Office reports that his Department is working with the DPH to ensure that the DPH identifies a specific alternate source of funding within their General Fund budget (i.e. salary savings) to bridge the funding gap between the expiration of a prior grant and the formal notice of approval of a State allocation.

7. Attached is a "Summary of Grant request," as prepared by DPH, for this proposed State allocation.

Recommendation: Approve the proposed resolution.

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Grantor State Health Department
Contact Person RICARDO MORALES
Address 714 P Street, RM 708
Sacramento, CA 95814
Amount Requested \$ 2,105,021
Term: From 7/1/91 To 6/30/92
Health Commission _____ Board of Supervisors: Finance Committee _____
Full Board _____

Division Family Health
Section Child Health & Disability Prev (CHC)
Contact Person Mildred Crear
Telephone 558-2403
Application Deadline n/a
Notification Expected _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 2,105,021 from the period of 7/1/91 to 6/30/92 to provide REFERRAL FOR WELL CHILD & PRENATAL services.
(Circle appropriate words)

II. Summary: (Concise summary; need addressed; number + groups served; services and providers)

Outreach services to 91,037 Medi-Cal and low income children 0-21 years to get them under medical care. Outreach and case management services to high risk pregnant Medi-Cal women.

III. Outcomes/Objectives:

To inform new target population of CHDP eligibility to increase the number of CHDP exams. Promote anti-tobacco health education to provider community.

IV. Effects of Reduction or Termination of These Funds:

Decrease health services to this high-risk population.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>1,341,628</u>	<u>1,559,646</u>	<u>2,105,021</u>	<u>545,375</u>	<u>357,828</u>	_____
Personnel	<u>1,190,378</u>	<u>1,398,929</u>	<u>1,888,558</u>	<u>489,629</u>	<u>357,113</u>	_____
Equipment	_____	_____	_____	_____	_____	_____
Contract Svc.	_____	_____	_____	_____	_____	_____
Mat. & Supp.	<u>26,682</u>	<u>11,380</u>	<u>32,792</u>	<u>21,412</u>	_____	_____
Facilities/Space	<u>9,088</u>	<u>12,600</u>	<u>13,860</u>	<u>1,260</u>	<u>7,930</u>	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	<u>116,319</u>	<u>136,737</u>	<u>169,679</u>	<u>32,942</u>	_____	_____

VI. Data Processing

(same as included above)

VII. Personnel

F/T CSC	<u>20</u>	<u>20</u>	<u>20</u>	<u>2</u>
P/T CSC	_____	_____	_____	_____
Contractual	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Part-time CHDP staff are full-time employees elsewhere in the civil service system.

Will grant funded employees be retained after this grant terminates? If so, How?

This is an annual allocation - and not expected to terminate.

VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exemption Form)

Item 11 - File 166-91-4

Department: Tax Collector

Item: Resolution 1) authorizing the Tax Collector to collect \$3,750 for personal property taxes from Knudsen Corporation and (2) discharging the Tax Collector from accountability for collecting taxes, penalties or costs in excess of \$3,750.

Description: Knudsen Corporation owes the City a total of \$7,087 for unsecured personal property taxes for 1985 and 1986 plus \$709 for penalties (total amount owed is \$7,796). Knudsen Corporation has filed Chapter 11 bankruptcy with the United States District Court for Los Angeles.

Mr. Robert Fletcher, attorney for the Tax Collector, indicates that the City's claim against Knudsen Corporation's assets has a low priority and that the Tax Collector would have to make several personal appearances before the court in Los Angeles in order to try to raise the priority of the City's claim. However, according to Mr. Fletcher, such personal appearances would not guarantee collectability of the taxes owed by Knudsen Corporation.

The Tax Collector's office has negotiated a settlement with the bankruptcy court whereby the City will be paid \$3,750 as full settlement of back taxes and penalties owed. The proposed resolution would authorize the Tax Collector to accept the \$3,750 as a full settlement and discharge the \$4,046 balance of taxes and penalties owed (\$7,796 total owed less \$3,750 settlement).

Comment: Mr. Fletcher states that the proposed settlement arrangement meets all legal requirements of the California Revenue and Taxation Code.

Recommendation: Approve the proposed resolution.

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Items 1m, 1n, 1o, 1p, and 1q - Files 172-91-11, 172-91-12, 172-91-13, 172-91-14 and 172-91-15

Department: Department of Social Services (DSS)

Item: Resolutions authorizing DSS to renew existing agreements between the City and County of San Francisco and certain agencies which provide child abuse and neglect prevention services. In 1991-92 the City will extend agreements with San Francisco Child Abuse Council, Inc., the Family Service Agency, University of California, San Francisco, and the Charila Foundation/Catholic Youth Organization for a period of six months. The resolutions would also grant DSS a waiver of administrative overhead costs of five percent, pursuant to Sections 18965-18970 of the State Welfare and Institutions Code.

Source of Funds: Children's Trust Fund

Amount:	San Francisco Child Abuse Council, Inc. (File 172-91-11)	\$19,850
	Family Service Agency (File 172-91-12)	18,574
	University of California, San Francisco - Fragile Infant Program (File 172-91-13)	4,721
	Charila/Catholic Youth Organization (File 172-91-14)	27,385
	University of California, San Francisco, - Infant Parent Program (File 172-91-15)	<u>22,820</u>
	Total	\$93,350

Contract Period: September 1, 1991 through February 29, 1992 (Files 172-91-11, 172-91-12, 172-91-14, and 172-91-15)

October 1, 1991 through February 29, 1992 (File 172-91-13)

Description: The Children's Trust Fund was established by AB 2994 (Chapter II of the State Welfare and Charitable Contributions Code) which provides for \$4.00 of each \$12.00 birth certificate fee to be credited to this fund for child abuse and neglect prevention and intervention programs. The Children's Trust Fund is administered by DSS.

The proposed continuation agreements are as follows:

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San Francisco Child Abuse Council, Inc.
(File 172-91-11)

\$19,850

The San Francisco Child Abuse Council, Inc. would provide professional training and community education to the public to prevent child abuse and neglect. The program would include prevention training to professional and para-professional groups and development of public service messages, newspaper articles and broadcast media activities. The proposed budget is as follows:

Personnel:

Salaries and Fringe Benefits	\$15,065	
Rent	2,100	
Other operating expenses	<u>2,685</u>	
Total Contract Amount		\$19,850

In-Kind Contributions (Contractor's Match)

Personnel	<u>4,600</u>
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Total Program Budget	\$24,450
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Family Service Agency (File 172-91-12)

\$18,574

The Family Service Agency would provide individual and group diagnostic, educational and counseling services aimed at increasing parent's coping abilities, parenting skills and self-esteem. Services would be provided to between 40 and 600 parents whose children are in out-of-home placements or are in-home dependents. The proposed budget is as follows:

Personnel:

Salaries and Fringe Benefits	\$17,752	
Consultant Services	300	
Other Operating Expenses	<u>522</u>	
Total Contract amount		\$18,574

In-Kind Contributions (Contractor's Match)

Personnel	<u>5,840</u>
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Total Program Budget	\$24,414
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BOARD OF SUPERVISORS
BUDGET ANALYST

Regents of the University of California,
San Francisco (UCSF) - Fragile Infant Program
(File 172-91-13)

\$4,721

UCSF medical staff would provide approximately 102 hours of consultation and training services at an average hourly rate of \$46.28 to DSS staff and foster parents in caring for infants with fragile medical conditions. This contract is separate from the UCSF intervention and treatment services contract described below (File 172-91-15).

Salaries and Fringe Benefits	\$4,105	
UCSF Indirect Costs	<u>616</u>	
Total Contract Amount		\$4,721

Charila Foundation/Catholic Youth Organization
(CYO) (File 172-91-14)

\$27,385

The Charila Foundation, in cooperation with the CYO, would provide 600 hours of intensive in-home treatment to approximately 18 families with children at risk of placement in foster care or where reunification of the family is the goal. The proposed budget is as follows:

Personnel:

Salaries and Fringe Benefits	\$21,234	
Contractual Services	3,640	
Other Operating Expenses	<u>2,511</u>	
Total Contract Amount		\$27,385

In-Kind Contributions (Contractor's Match)

Salaries	<u>4,706</u>
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Total Program Budget	\$32,091
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BOARD OF SUPERVISORS
BUDGET ANALYST

Regents of the University of California,
San Francisco (UCSF) - Infant Parent Program
(File 172-91-15) **\$22,820**

UCSF would provide approximately 1,138 hours of in-home and out-of-home intervention and extended treatment to 10-14 families with children at high risk from neglect and abuse. The services would be provided through the infant-parent psychotherapy program at San Francisco General Hospital. The proposed budget is as follows:

Personnel:

Salaries and Fringe Benefits	\$19,656	
Supplies	187	
UCSF Indirect Costs	<u>2,977</u>	
Total Contract Amount		\$22,820

In-Kind Contributions (Contractor's Match)

Salaries	<u>5,638</u>
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Total Program Budget	\$28,458
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Required Match: For each of the proposed agreements, with the exception of the UCSF - Fragile Infant Program agreement, for which DSS does not require a match, DSS requires that the contractor provide a match of at least ten percent of the total program budget. The contractor's match for each of the four proposed contracts represent the following amounts and percent of each program budget:

	<u>Amount</u>	<u>Percent</u>
S. F. Child Abuse Council, Inc.	\$4,600	19%
Family Service Agency	5,840	24%
Charila Foundation/CYO	4,706	15%
UCSF - Infant Parent Program	5,638	20%

Comments: 1. With the exception of the UCSF - Fragile Infant Program agreement, which would be extended for five months, from October 1, 1991 through February 29, 1992, these proposed agreements are renewals of existing agreements for six months. According to Mr. Walter Maciak of DSS, the Department intends to place these existing contracted programs out to bid after the extension period ends on February 29, 1992. The proposed extensions for all five agreements would allow DSS to draft Requests-for-Proposals for the programs.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Mr. Maciak advises that the contract extensions for the agreements with the S.F. Child Abuse Council, Inc., the Family Service Agency, UCSF - Infant Parent Program, and the Charila Foundation/CYO began September 1, 1991. DSS was unable to submit these proposed resolutions to the Board of Supervisors before the commencement of the contract extensions. Therefore, the proposed resolutions should be amended to authorize, retroactively, the modification of the agreements with the S.F. Child Abuse Council, Inc., the Family Service Agency, UCSF - Infant Parent Program, and the Charila Foundation/CYO.

3. The total of \$93,350 to pay for these six-month agreements would come from the Children's Trust Fund. Mr. Maciak reports that the Children's Trust Fund, as of May, 1991, the last month for which fund amounts are available, had a balance of \$174,938.

Recommendations: Amend the proposed resolutions (Files 172-91-11, 172-91-12, 172-91-14, and 172-91-15) to authorize the retroactive approval of the agreements with the S.F. Child Abuse Council, Inc., the Family Service Agency, the UCSF - Infant Parent Program, and the Charila Foundation/CYO. Approve the proposed resolutions as amended.

Approve the proposed resolution authorizing the approval of the agreement for the UCSF - Fragile Infant Program (172-91-13).

Item 1r - File 57-91-2.1

Department: Chief Administrative Officer (CAO),
Solid Waste Management Program

Item: Release of reserved funds

Amount: \$30,000

Source of Funds: Refuse Impound Account

Description: The Board of Supervisors placed \$30,000 on reserve for Graphic Design services during its review of the CAO's Solid Waste Management Program budget (File 57-91-2) pending submission by the Solid Waste Management Program of the names of the designer firms, budgets for the firms and their MBE/WBE status. Although the communication for this item reflects a request for a release of \$30,000 on reserve, the Solid Waste Management Program is actually requesting a release of \$20,000 of the \$30,000 on reserve. These graphic designers would be responsible for developing posters, signs, flyers, brochures and booklets to promote the various recycling programs. The following is the names of the graphic design firms, the scope of their work, a breakdown of hourly rates and their MBE/WBE status:

Maria Wang Design Studio (MBE) \$10,000

Design of direct mail pieces and brochures.

Principal Designer	\$50 per hour
Associate Designer	50 per hour
Production Artist	40 per hour
Computer Production	40 per hour

Katherine Loh Graphic Design (MBE) \$5,000

Multi-lingual design of flyers and other collateral material.

Graphic Design Services	\$50 per hour
Translation	50 per hour
Typesetting	40 per hour
Production Services	15 per hour

Vinh Chung Graphic Design (MBE) \$5,000

Curbside related follow-up information pieces

Design	\$50 per hour
Translation	25 per hour
Typesetting	50 per hour
Illustration	55 per hour

Total	\$20,000
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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
September 11, 1991

Comment: Mr. Joe Johnson, Director of the Solid Waste Management Program, reports that the remaining \$10,000 for graphic design services should remain on reserve for future graphic design services needs.

Recommendation: Release \$20,000 of the \$30,000 on reserve.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1s - File 100-91-1.2

Department: Medical Examiner/Coroner

Item: Release of reserve

Amount: \$36,000

Source of Funds: General Fund

Description: In the 1991-92 Medical Examiner/Coroner budget, the Finance Committee reserved \$36,000 for the purchase of equipment (furniture), pending the Department submitting budget details on the expenditure of these funds.

The Medical Examiner/Coroner's Office reports that the \$36,000 would be used to create and furnish modular office space in two rooms that house the department's physicians and medical technologists. Currently, according to the Department, five staff are housed in two offices with limited space and no privacy and, as such, dictation, court preparations, consultations and interviews are extremely difficult to conduct. The Department reports that within the next five months, with the hiring of additional pathologists, the existing space will need to accommodate five full-time forensic pathologists plus two full-time medical technologists. Additionally, the area will be used to house forensic residents who are participants in a training program.

Comment: The Medical Examiner/Coroner has requested that this item be continued to the Finance Committee meeting on October 2, 1991, in order to give the Department additional time to determine the actual budget for the furnishings.

Recommendation: Continue this item to the Finance Committee meeting of October 2, 1991, as requested by the Medical Examiner/Coroner.

Item 2 - File 65-91-7

Department: Real Estate Department

Item: Ordinance authorizing a negotiated lease agreement for the Childcare Center at the Southeast Community Facility.

Location: 1800 Oakdale Avenue (Southeast Community Facility, a City-owned facility).

Purpose of Agreement: Childcare Center

Lessee: Far West Laboratory

No. of Sq.Ft. and Cost/Month: 3,450 sq.ft. @ \$.75/sq.ft./mo. = \$2,600 rent/month

Annual Revenue: \$31,200

% Increase Over Prior Year: None

Utilities and Janitor Provided by City: Yes

Terms of Agreement: September 1, 1991 to August 31, 1992

Comments:

1. Far West Laboratory, a nonprofit agency which operates the San Francisco Head Start Program, is providing a Head Start Program at the Southeast Community Facility, on an interim basis, until a permanent qualified childcare provider is selected by the Federal government. The Southeast Community facility is licensed for 45 pre-school children.
2. Ms. Lynne Beeson of the Mayor's Office reports that negotiations are currently underway between the Federal government and a Head Start Program provider (The Economic Opportunity Council) to operate a Head Start Program Citywide which would include the Childcare Center at the Southeast Community Facility. Ms. Beeson was unable to provide a specific timetable regarding the completion of the negotiation process.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The Real Estate Department reports that the proposed monthly rental of \$2,600, which is the same rental amount paid in the prior year, no longer represents the fair market value for the property. The Department now estimates that the current fair market rental value for the property is \$3,450 per month. The Department advises that the proposed monthly rental amount of \$2,600 was negotiated at less than fair market value because, (1) Far West Laboratory was unable to pay the fair market rental amount and (2) there is an urgent need to maintain the Head Start Program in the Bayview/Hunter's Point Neighborhood and preserve the Federal funds allocated for the program.

4. The current fair market rental value of \$3,450 per month or \$41,400 per year is \$850 per month or \$10,200 per year less than the proposed negotiated rate of \$2,600 per month or \$31,200 per year.

5. As noted above, the proposed lease is effective as of September 1, 1991. Therefore, the proposed legislation should be amended to authorize the proposed lease agreement for the Childcare Center at the Southeast Community Facility retroactively.

- Recommendations:**
1. Amend the proposed legislation to authorize the proposed lease agreement for the Childcare Center at the Southeast Community Facility retroactively.
 2. Approval of the proposed negotiated lease agreement at less than the fair market value is a policy matter for the Board of Supervisors.

Item 3 - Files 195-91-3

Note: This item was continued from the August 21, 1991 Finance Committee meeting.

Department: Sheriff

Item: Resolution authorizing the Sheriff to enter into contracts with the appropriate public or nonprofit agencies or private entities to provide a facility and services for the housing, sustenance, counseling, supervision, and related services for inmates eligible for work furlough.

Description: The City and County of San Francisco is under a Federal Court Order to maintain the population of County Jail #1 below 426 inmates per day. For each prisoner in County Jail #1 above that number, San Francisco could pay a penalty of \$300 per day. According to the Sheriff's Department, the jail population typically exceeds that number three to four months each year.

According to the proposed resolution, although the Federal courts have not collected penalties to date, the Federal courts are currently considering collecting penalties from San Francisco for exceeding the population ceilings in County Jail #1. According to the proposed resolution, a good faith effort on the part of the City to ameliorate jail overcrowding would be taken into account by the Federal court.

The Finance Committee of the Board of Supervisors on August 14, 1991 approved a Supplemental Appropriation in the amount of \$500,000 to fund four programs to reduce jail overcrowding in County Jail #1 (File 101-91-8). One of the four programs approved by the Finance Committee consisted of contracting out the Work Furlough Program at a cost of \$287,250. The Sheriff's Department currently provides an in-house Work Furlough Program.

According to the proposed resolution, Penal Code Section 1208 requires the approval of the Board of Supervisors for the work furlough administrator to contract out work furlough services. The proposed resolution would authorize the Sheriff to contract out the Work Furlough Program in conformance with Section 1208 of the Penal Code.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. The Work Furlough Program allows eligible inmates to work or study while serving their sentences. Work Furlough participants stay at a special Work Furlough facility rather than at a County jail.
2. According to the Sheriff's Department, the Department has met with one contractor who could accommodate from ten to 50 furlougees per day. The Department reports that preliminary discussions have indicated a \$37 per diem charge per prisoner for these contract services, not including urinalysis, which would continue to be provided by the Department.
3. According to Lt. Dempsey of the Sheriff's Department, the Sheriff's Department will submit a Proposition J Controller's certification that it will be less costly to contract for such services than to continue to provide these services in-house for the Work Furlough Program upon selection of a contractor. This Proposition J certification is subject to separate approval by the Board of Supervisors.
4. The \$287,250 previously recommended by the Finance Committee to contract out the Work Furlough Program was placed on reserve pending submission to the Finance Committee of the contract details regarding the contractor's rates, hours, and MBE/WBE status.
5. This item was continued due to objections raised by the Deputy Sheriff's Association to contracting out the Work Furlough program. The Deputy Sheriff's Association is represented by the Operating Engineers Local 3. Lt. Dempsey reports that the Sheriff's Department and the Union are finalizing a plan which will be amenable to both parties, and that the Department will present the plan to the September 11, 1991, Finance Committee Meeting. The Budget Analyst will report on the plan in detail when the Sheriff's Department requests a release of the Work Furlough Program reserve funds.
6. According to Lt. Dempsey, the proposed resolution would give the Department legal authority, in conformance with Penal Code Section 1208, to contract out work furlough beds if necessary.

Recommendation:

Since the Finance Committee has not yet been presented with the final plan to provide the Work Furlough Program, approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 4 - File 51-91-1

The proposed item transmits the claims of various City employees for reimbursement for personal property damaged and/or stolen in the line of duty. The attached report lists the Controller's recommended reimbursements of six warrants to six City employees, at a total cost of \$3,479.90.

Section 10.25-1 of the San Francisco Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the cost of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim submitted to the Controller, and after reviewing the Department Head's certification to the Controller that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

According to the proposed resolution, the Controller has recommended that the following claims be reimbursed:

Comments

The Controller's Office has certified that funds are available for these employee reimbursements. The source of funds would be Claims and Judgements, General Fund.

Recommendation

Prepare in and report out of Committee a resolution approving the requested reimbursement of \$3,479.90.

FILE NO. 51-91-1

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEES

July 16, 1991

<u>DEPARTMENT/ CLAIMANT</u>	<u>ITEM</u>	<u>AMOUNT CLAIMED</u>	<u>AMOUNT RECOMMENDED</u>
<u>RECREATION & PARK</u>			
Brian Spiegelman	Broken Eyeglasses	\$ 126.00	\$ 126.00
<u>MUNICIPAL RAILWAY</u>			
Jorge A. Hernandez	Stolen Tools	2,500.00	2,490.00
<u>DEPT. OF PUBLIC WORKS</u>			
Thomas Corlett	Broken Auto Window and Stolen Items	495.01	-0-
<u>DEPT. OF PUBLIC HEALTH</u>			
<u>Laguna Honda Hospital</u>			
Lolita L. Militar	Broken Eyeglasses	129.95	129.95
<u>S.F. GENERAL HOSPITAL</u>			
Joyce E. Muse	Damaged Auto Tire	81.00	81.00
Marvin Woodside	Torn Shirt	33.95	33.95
Andrew W. Schwartz	Damaged Auto Windshield	<u>619.00</u>	<u>619.00</u>
TOTAL		\$ 3,984.91	\$ 3,479.91

Item 5 - File 51-91-2

The proposed item transmits the claims of various City employees for reimbursement for personal property damaged and/or stolen in the line of duty. The attached report lists the Controller's recommended reimbursements of 13 warrants to 13 City employees, at a total cost of \$2,178.63.

Section 10.25-1 of the San Francisco Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the cost of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim submitted to the Controller, and after reviewing the Department Head's certification to the Controller that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

Comments

The Controller's Office has certified that funds are available for these employee reimbursements. The source of funds would be Claims and Judgements, General Fund.

Recommendation

Prepare in and report out of Committee a resolution authorizing the payment of \$2,178.63 for employee reimbursements.

REIMBURSEMENT OF DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEES

July 16, 1991

<u>DEPARTMENT/ CLAIMANT</u>	<u>ITEM</u>	<u>AMOUNT CLAIMED</u>	<u>AMOUNT RECOMMENDED</u>
<u>DEPARTMENT OF PUBLIC HEALTH</u>			
<u>San Francisco General Hospital</u>			
Lisa Drage	Stolen Medical Bag and Welch-Allyn Ophthalmoscope	\$ 391.00	\$ 391.00
Elizabeth Wong	Torn Sweater	26.75	26.75
<u>Laguna Honda Hospital</u>			
John Graef	Broken Eyeglasses	164.00	164.00
Scholastica Wong	Damaged Tennis Shoes	19.99	19.99
<u>San Francisco General Hospital</u>			
Karen Bayle	Stolen Diagnostic Kit	452.00	423.00
Sondra Christian	Damaged Auto and Stolen Items	570.00	50.00
Anand Yogendra	Damaged Polo Shirt	59.99	59.00
<u>DEPT. OF PUBLIC WORKS</u>			
James Whipple	Stolen Items	144.00	144.00
Walter J. Lindberg	Stolen Items	601.40	258.95
<u>JUVENILE PROBATION</u>			
David Hodges	Damaged Slacks	45.00	45.00
<u>RECREATION AND PARK</u>			
Barbara Nicholson	Vandalized Auto	127.00	127.00
<u>PURCHASING</u>			
Lawrence Laino	Stolen Tools	437.97	437.97
<u>WATER DEPT.</u>			
Frank Cheng	Damaged Jacket	31.97	31.97
<u>MUNICIPAL RAILWAY</u>			
Thomas L. Roop	Stolen Tools	2,008.39	-0-
TOTAL		\$5,078.47	\$2,178.62

Item 6 - File 40-91-5.1

Note: This item was transferred from the Economic and Social Policy Committee to the Finance Committee as it was determined to have a fiscal impact on the City.

Department: Parking and Traffic

Item: Resolution extending the boundaries of Residential Permit Parking Area "S" in the Duboce Triangle area and adding to the list of streets upon which time limitations shall apply.

Description: Residential Permit Parking Area "S," established by the Board of Supervisors, was implemented on May 1, 1988, and includes approximately the area from Haight Street to Eighteenth Street and from Valencia Street to Douglass Street (see map, attached). Two hour parking limits are imposed on persons without residential permits who park in Area "S" from 8 am to 9 pm, Monday through Friday. The approval date for the most recent extension of Area "S" was October 12, 1990, when the south side of 18th Street between Hartford and Noe Streets and both sides of 19th Street between Church and Sanchez Streets were added by resolution of the Board of Supervisors.

The proposed resolution would extend Area "S" to include Sanchez Street, between 19th Street and Hancock Street. According to Mr. Stanley Chin of Parking and Traffic, the proposed resolution would extend Area "S" one half block on both sides of the street. According to the proposed resolution, more than 50 percent of the residences within the proposed block have petitioned to be included within Area "S." In addition, the proposed resolution states that a public hearing held by the Parking and Traffic Commission on June 14, 1991 indicated that there was no opposition to extending the Area as proposed.

Comments: 1. Mr. Tim Johnson of Parking and Traffic reports that fines levied against non-residents who park in Area "S" beyond the two-hour limit Monday through Friday are \$30. Mr. Johnson estimates that an average of between .25 and two tickets would be issued each day, Monday through Friday excluding holidays, for a total of 249 working days, or 62 to 498 tickets annually, resulting in estimated fines of \$1,860 to \$14,940 per year. According to Mr. Johnson, parking patterns are impacted, for example, by the proximity of restaurants or the Municipal Railway. The proposed area is between the Castro shopping area, Dolores Park, and Mission High School.

BOARD OF SUPERVISORS
BUDGET ANALYST

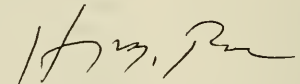
2. According to the attached map, approximately 28 dwellings are located within the proposed extended area. The recently approved new annual fee for residential permits is \$24. Mr. Johnson estimates that approximately \$1,008 to \$1,344 would be generated by the purchase of permits by residents, an average of approximately 1.5 to two permits per dwelling.

3. Mr. Johnson advises that the cost of erecting six to eight signs in the extended area would be approximately \$100 each, for a total cost of \$600 to \$800. Thus, net revenue to the City, including fines and permit fees less costs, would be approximately \$2,068 to \$15,684.

4. According to Mr. Johnson, the Board of Supervisors imposed an 84-day moratorium on the creation of new residential permit parking areas on June 8, 1990. Mr. Johnson reports that the moratorium expired August 31, 1990. Mr. Johnson further reports that the moratorium did not prohibit the expansion of existing areas, and that some areas were expanded during the moratorium period.

5. As mentioned above, attached is a map delineating Residential Parking Permit Area "S" as prepared by the Department of Public Works.

Recommendation: Approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

SF
\$90.25
#1
9/18/91

Doc

DOCUMENTS DEPT.

C A L E N D A R
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SEP 17 1991

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, SEPTEMBER 18, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- a. File 25-91-27. [Contracting Out City Services] Resolution concurring with Controller's certification that uniformed security services can be practically performed for Public Utilities Commission by a private contractor for a lower cost than similar work services performed by City and County employees. (Public Utilities Commission)

(Consideration continued from 9/11/91)

- b. File 27-91-6. [Airport Financing] Resolution authorizing Airports Commission to file application and accept grant of \$11,967,472 from Federal Aviation Administration for assistance in improvement at Airport (A.I.P. No. 12). (Airports Commission)
- c. File 43-91-6. [Policy - Federal Census] Resolution supporting the Mayor's action challenging the U.S. Commerce Secretary's refusal to revise the 1990 U.S. Census population figures, despite evidence that more than 5 million people nationwide were overlooked in the original count. (Health Commission)

(Transferred from Economic and Social Policy Committee 8/27/91 - Fiscal impact)

- d. File 47-91-12. [Parking Rate Changes] Resolution approving changes in parking rates at City facilities. (Department of Parking & Traffic)

- e. File 64-91-28. [Lease of Property] Resolution authorizing lease of real property at 30 Van Ness Avenue for Department of Public Works, for offices of the Bureau of Architecture. (Real Estate Department)
- f. File 64-91-29. [Lease of Property] Resolution authorizing lease of real property at 795 8th Avenue for the Fine Arts Museum, for offices. (Real Estate Department)
- g. File 64-91-30. [Lease of Property] Resolution authorizing lease of real property at 657 Howard Street for the Fine Arts Museum, for offices and conservation treatment. (Real Estate Department)
- h. File 87-91-1. [Grant - Federal Funds] Resolution approving the 1991 Five-Year Combined Road Plan (formerly Federal AID Urban Program) in the City and County of San Francisco. (Department of Public Works)

(Transferred from Economic and Social Policy
Committee 9/10/91 - Fiscal Impact)

- i. File 132-91-1.1. [Grant - State Funds] Resolution authorizing the San Francisco Arts Commission to accept and expend \$30,000 of California Arts Council funds as requested and approved in Resolution No. 186-91, File 132-91-1 to support information and referral services to artists seeking combined living and studio space; to provide arts education resources linking schools and community centers to artists and arts organizations. (Arts Commission)
- j. File 132-91-8. [Grant - Federal Funds] Resolution authorizing the San Francisco Arts Commission to apply for, accept and expend \$12,000 of National Endowment for the Arts funds for conservation work on artwork in the North Terminal of San Francisco International Airport damaged by the October 17th Loma Prieta Earthquake. (Arts Commission)
- k. File 132-91-9. [Grant - State Funds] Resolution authorizing the San Francisco Arts Commission retroactively, to apply for, accept and expend \$51,643 of California Arts Council funds to provide operational support for the Arts Commission's State-Local Partnership Program; to support artists honoraria and exhibition programs for the Arts Commission Gallery; to support arthouse, an information and referral program for artists seeking live/work space; and for live/work development consultant services; and further authorizing indirect costs to be waived. (Arts Commission)

- l. File 133-91-4. [Grant - State Funds] Resolution authorizing Chief Administrative Officer (CAO) to apply for up to \$100,000 in household hazardous waste grant funding from the California Integrated Waste Management Board (CIWMB); waiving indirect costs. (Chief Administrative Officer)
- m. File 134-91-3. [Presidio Planning Grant - Department of the Interior] Resolution authorizing the Director of Planning to apply for, accept and expend funds from the National Park Service totalling \$77,035 for a period of twelve months for Presidio Planning, including 10% for indirect costs. (Department of City Planning)
- n. File 147-91-1.1. [Grant - Federal Funds] Resolution authorizing the City Librarian to accept and expend funds not to exceed \$34,530 available from the United States Department of Education for a project Read Outreach Program. (Public Library)
- o. File 147-91-2.1. [Grant - Federal Funds] Resolution authorizing the City Librarian to accept and expend funds not to exceed \$25,477 available from the United States Department of Education for a project Read Outreach Program. (Public Library)
- p. File 147-91-8. [Grant - Federal Funds] Resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed \$20,000 available through the California State Library from the Library Services and Construction Act for improve library services to Spanish-speaking immigrant populations for Fiscal Year 1991-92. (Public Library)
- q. File 153-91-7. [Grant - Federal Funds] Resolution authorizing the Department of Social Services to accept, and expend, the second year grant funds from the Department of Health and Human Services, Maternal and Child Health Bureau in the amount of \$120,000 and waiving the indirect cost of \$5,714 which is based on 5% of the total direct charges for FY 1991-92 for development of case management services to medically fragile and HIV positive infants. (Department of Social Services)
- r. File 153-91-8. [Grant - Federal Funds] Resolution authorizing the Department of Social Services to apply for a grant in the amount of \$701,147 from the Office of Substance Abuse Prevention, Public Health Service, Federal Department of Health and Human Services. (Department of Social Services)

- s. File 146-91-10.2. [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health Services, Family Health Bureau, in the amount of \$10,000, for computer equipment. (Department of Public Health)
- t. File 100-91-1.1. [Release of Funds] Requesting release of reserved funds, Department of Electricity, in the amount \$12,218.18, for the purchase of data/word processing equipment. (Department of Electricity)
- u. File 101-90-127.1. [Release of Funds] Requesting release of reserved funds, Department of Public Works, 1990 Earthquake Safety Bond Fund, in the amount of \$423,228, for Hall of Justice Earthquake Safety Program Phase II. (Department of Public Works)
- v. File 101-90-10.7. [Release of Funds] Requesting release of reserved funds, Department of Public Works, 1989 Earthquake Bond Fund, in an amount totalling \$78,362, (asbestos by Department of Public Health \$16,000 and testing and analysis during abatement construction to be performed by Cohrsen Environmental \$62,362), for Fine Arts Museum Palace of Legion of Honor Earthquake Safety Program Phase I Project. (Department of Public Works)
- w. File 101-90-11.2. [Release of Funds] Requesting release of reserved funds, Department of Public Works, 1990 Earthquake Safety Bond, in an amount totalling \$104,608, (construction contract \$93,400 and construction administration and inspection services by Bureau of Architecture \$11,208), for Laguna Honda Hospital Earthquake Safety Program Phase II Project. (Department of Public Works)

ACTION:

REGULAR CALENDAR

- 2. File 101-91-11. [Government Funding] Ordinance appropriating \$19,573, Department of Public Works, for capital improvement project (various location, traffic signal modification) and certifying \$19,573 from capital improvement project (various locations, traffic signal modification) to cover overage above 10% of contracted amount pursuant to provisions of Charter Section 7.203. RO #91063. (Controller)

ACTION:

3. File 101-91-12. [Government Funding] Ordinance appropriating \$750,000, Department of Public Works, for capital improvement project (evaluation of Bayside Treatment). RO #91064. (Controller)

ACTION:

4. File 124-91-6. [Holiday Traffic Regulation] Ordinance amending Traffic Code by adding Section 49 to Article 3, providing for November and December Holiday Parking and Traffic Regulations. (Department of Parking and Traffic)

(Transferred from Economic and Social Policy Committee
9/10/91 - Fiscal Impact)

ACTION:

5. File 51-91-2.1. [Reimbursement to Employee] Claim of Thomas Roop (\$2,008.39) for reimbursement for personal property stolen in the line of duty. (Municipal Railway)

(Consideration continued from 9/11/91)

ACTION:

Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

September 16, 1991

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst - *Recommendation*

SEP 23 1991

SUBJECT: September 18, 1991 Finance Committee MeetingSAN FRANCISCO
PUBLIC LIBRARYItem 1a - File 25-91-27**Note:** This item was continued by the Finance Committee at its meeting of September 11, 1991.**Department:** Public Utilities Commission (PUC)**Item:** Resolution concurring with the Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.**Services to be Performed:** Uniformed Security Services**Description:** The Controller has determined that contracting for uniformed security services at the Municipal Railway's (MUNI) yards in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries and Fringe Benefits	\$1,582,852	\$2,102,096
Uniforms	<u>17,500</u>	<u>17,500</u>
Total	\$1,600,352	\$2,119,596
<u>Contracted Service Costs</u>	<u>\$871,199</u>	<u>\$871,199</u>
<u>Estimated Savings</u>	\$729,153	\$1,248,397

Comments:

1. Mr. Carlos Jacobo of the Public Utilities Commission states that \$871,199 represents a \$47,801, or five percent decrease in contract costs over the FY 1990-91 level of \$919,000. According to Mr. Jacobo, the decrease in costs is due to a planned decrease in security guard hours to meet 1991-92 budget requirements. Mr. Jacobo reports that security guard hours will be reduced whenever possible, such as low-crime daylight hours or periods when school is in session.
2. According to Mr. Jacobo, the proposed contract would provide security guard services at San Francisco Municipal Railway yards at Potrero, Kirkland, Woods, Presidio, Geneva and Green Streets. In addition, security guards would accompany MUNI revenue collection staff.
3. Uniformed security services for the PUC at the MUNI yards were first certified as required by Charter Section 8.300-1 in 1983-84 and have continued to be provided by an outside contractor since then.
4. The proposed one-year contract, which would be retroactive and expire June 30, 1992, is with Burns International Security. Mr. John Hallahan of the PUC reports that no contract has been signed as yet.
5. Fiscal year 1991-92 is Burns Security's seventh year providing uniformed security services to the Public Utilities Commission. According to Ms. Michelle Witt of the Human Rights Commission, Burns International Security is not a minority-owned, women-owned or local-owned business enterprise.

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6. According to Mr. Hallahan, these uniformed security services have not been bid competitively since 1986. Therefore, the PUC, in consultation with MUNI security, will be bidding these uniformed security services competitively within the next month. Mr. Hallahan states that no contract will be signed with Burns Security Services unless Burns Security Services underbids its competitors. Any contractor who is awarded the proposed contract would charge the same or less than the amount noted above.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

ATTACHMENT D

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Utilities Commission

Time Period: 1991-92

Contract Services: Uniformed Security Services

- 1) Who performed services prior to contracting out?

These services have always been performed through an outside contract.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

N/A

- 4) What percent of City employees' time is spent on services to be contracted out?

N/A

- 5) How long have the services been contracted out?

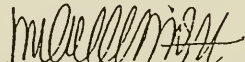
Since 1975 (16 years).

- 6) What was the first fiscal year for a Proposition J Certification?

1983-84

- 7) How will contract services meet the goals of your MBE/WBE /Action Plan?...

They will conform with the PUC's and City's MBE/WBE plans.



Michelle Witt
Assistant General Manager
Finance

Finance Bureau

Telephone: 923-2577

Item 1b - File 27-91-6

Department: Airports Commission

Item: Resolution authorizing the Airports Commission to file an application and accept a grant

Grantor: Airport Improvement Program (AIP)
Federal Aviation Administration (FAA)

Project: Improvement at the Airport

Amount: \$11,967,472

Description: The San Francisco International Airport is constructed on filled land overlaying geologically unstable Bay mud. As a result of heavy use, all runways and taxiways as well as supporting systems need constant repair and reconstruction. The proposed grant would reimburse the City for 75 percent of the construction costs of certain improvements to the Airport under the Airport and Airway Safety and Capacity Extension Act of 1987. The improvements under this project include the reconstruction and/or overlay of portions of the main runway and taxiways, the construction of a taxiway extension, and the construction of a new apron, as well as the replacement of centerline and edge lights as needed.

The estimated total cost of the above improvements would be \$15,956,629, of which 75 percent, or \$11,967,472 would be eligible for reimbursement by the FAA.

Project Budget:	Administration	\$50,000
	Architectural Engineering Basic Fees	1,000,000
	Project Inspection Fees	900,000
	Construction and Project Improvement	13,300,000
	Contingencies	<u>706,629</u>
	Total	\$15,956,629
	Federal Share @ 75 percent	\$11,967,472
Local Match:	None (see Comment 3).	

Comments:

1. According to Mr. Don Garibaldi of the City Attorney's Office, it was the intention of the Airports Commission and the City Attorney that the Airport be authorized to expend the proposed grant. Therefore, the proposed resolution should be amended to authorize the Airport to expend the proposed grant.
2. Mr. Ernie Eavis of the San Francisco International Airport reports that the FAA and the Airport are engaged in a dispute regarding whether or not the Q-707 should be allowed to fly in and out of the Airport. The Airport believes the Q-707 is too noisy, Mr. Eavis reports. The U.S. Court of Appeals recently decided against the Airport in the dispute, Mr. Eavis advises, and the Airports Commission is currently deciding whether to take the case to the U.S. Supreme Court. All of the outstanding AIP grants are being withheld until a final determination is made regarding the disagreement.
3. According to Mr. Eavis, the Airport must apply for the proposed grant in order to retain its eligibility for Federal funds.
4. The Airport does not match funds per se, Mr. Eavis advises but is reimbursed, subject to audit, for up to 75 percent of the total actual cost of design, inspection, and construction.
5. Mr. Eavis reports that the initial reimbursable construction costs as well as the 25 percent Airport share is paid by Airports Commission revenue bonds designated for Airport construction. Mr. Eavis further reports that the bonds are funded by landing fees.
6. The Airports Commission on July 2, 1991 approved a resolution (No. 91-9117) authorizing the Airport to file an application and accept the proposed grant.
7. According to Mr. Eavis, the Airport has not yet chosen contractors to perform the proposed construction. Of the total \$15,956,629 project budget, \$14,006,629 would be allocated to contractors (\$13,300,000 in Construction and Project Improvement, and \$706,629 in Contingencies). Administration, Architectural Engineering Basic Fees, and Project Inspection Fees would be provided in-house. Therefore, \$10,504,972, or 75 percent of \$14,006,629, should be placed on reserve pending information regarding the contractor's hours, rates and MBE/WBE/LBE status.

8. The Airports Commission has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Amend the proposed resolution to authorize the Airport to expend the proposed grant. Reserve \$10,504,972 pending information regarding the contractor's hours, rates and MBE/WBE/LBE status. Approve the proposed resolution as amended.

Item 1c - File 43-91-6

Note: This item was transferred from the Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.

The proposed resolution would support the Mayor's action challenging the U.S. Commerce Secretary's refusal to revise the 1990 U.S. Census population figures, despite evidence that more than 5 million people nationwide were overlooked in the original count.

The 1990 Census determined that the population of the City and County of San Francisco is 723,959. However, a subsequent survey conducted by the Census Bureau found that the original Census undercounted the population by 33,000 in San Francisco. According to the proposed resolution, the survey indicated that the undercounts were disproportionately distributed, with the inner city residents and minorities more likely to be undercounted.

The Mayor is pursuing a legal challenge of the U.S. Commerce Secretary's decision, in conjunction with other cities, based on the impact such a decision has on the residents of San Francisco. According to Ms. Martie Moore of the City Attorney's Office, the City's estimated share of the legal costs for the class action legal suit is \$25,000. This \$25,000 will be introduced as a supplemental appropriation at a future date.

Comments

1. The following is a list of funding the City receives that is in whole or in part based on data from the U.S. Census:

- **Community Development Block Grant (CDBG)**-- Based on a formula that considers the low-income population, the number of housing units and the number of dilapidated housing units. The City received approximately \$16.6 million in calendar year 1991.

- **Job Training Partnership Act Funds (JTPA)**-- Funding is based on the number of unemployed persons and the number of persons in poverty that are, in part, provided by the Census. Ms. Eunice Elton of the Private Industry Council reports that the 1990 Census undercount could result in the City receiving approximately \$350,000 less in JTPA funds.

- **Highway Act Funds (HAF)**-- Funding for street maintenance or new road projects which is based, in part, on Census counts. HAF funds are project specific.

- **Federal Aid Urban Funds (FAU)--** Funds are distributed for resurfacing projects which are based, in part, on Census counts. The City receives approximately \$3 million annually in FAU funds.

- **Cigarette Tax--** Collected by the State and distributed back to the counties based on population and the local sales tax rate. The City budgeted approximately \$2.2 million in Cigarette Tax monies for FY 1991-92.

- **Gasoline Tax--** Collected by the State and distributed back to the cities based on population and to the counties based on the number of vehicle registrations. The City budgeted approximately \$18.8 million in Gas Tax revenues for FY 1991-92.

- **Motor Vehicle License Fee--** Distributed to the counties based entirely on population. The City budgeted approximately \$63.6 million in Motor Vehicle License Fee revenue for FY 1991-92.

2. The Department of Social Services and MUNI report that they do not receive funding based on the City's population. DPH's Community Mental Health Services used to receive the Short Doyle Funds according to population, but the State recently changed its Short Doyle funding formula.

3. The Health Commission adopted the proposed resolution at its August 6, 1991 meeting.

4. On August 27, 1991, the Economic and Social Policy Committee held a hearing and recommended approval on the proposed resolution.

Recommendation

The proposed resolution is a policy matter for the Board of Supervisors.

Item 1d - File 47-91-12

1. This item is a resolution approving changes in parking rates at City facilities.

2. The Department of Parking and Traffic is proposing to increase rates at the City-owned parking facilities, to offset the increased costs incurred by the operation of the City-owned parking facilities as a result of the recent increase in the City's parking tax rate from 20 percent to 25 percent. The Department of Parking and Traffic advises that the failure to increase parking rates at the City-owned parking facilities would decrease the income of the parking facility operators and hamper their ability to fund capital improvement projects. The Department adds that parking rates in most of the City-owned parking facilities have not been increased since October of 1988.

3. The proposed resolution would approve the following parking rate changes in the City-owned parking facilities:

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>1) Civic Center (Garage) Day</u>				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.75	1.75	0	0
3 hrs	2.75	2.75	0	0
4 hrs	4.00	4.00	0	0
5 hrs	5.00	5.00	0	0
6 hrs	6.00	6.00	0	0
7 hrs+	7.00	7.75	0.75	10.7
<u>Special Event</u>	4.00	\$4.00	\$0	0%
<u>Motorcycle</u>				
<u>Day</u>	\$0.75	\$1.00	\$0.25	33.3%
<u>Monthly</u>				
Private	\$110.00	\$125.00	\$15.00	13.6%
Government	91.00	100.00	9.00	9.9

2) Ellis-O'Farrell (Garage)

<u>Day (Monday-Saturday)</u>				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.50	5.00	0.50	11.1
5 hrs	7.50	8.00	0.50	6.7
6 hrs	10.50	11.50	1.00	9.5
7 hrs+	13.50	14.75	1.25	9.3

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	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>Nights and Sundays</u>				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
<u>Monthly</u>				
Roof	\$220.00	\$250.00	\$30.00	13.6%
Inside	225.00	250.00	25.00	11.1

3) Fifth and Mission (Garage)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.00	4.00	0	0
5 hrs	5.50	5.50	0	0
6 hrs	7.00	7.00	0	0
7 hrs+	9.00	9.00	0	0
<u>Motorcycle</u>				
<u>Day</u>	\$0.25	\$1.00	\$0.75	300%
<u>Monthly</u>	\$95.00	\$130.00	\$35.00	36.8%

4) Golden Gateway (Garage)

<u>Day</u>				
1 hr	\$1.00	\$2.00	\$1.00	100%
2 hrs	2.00	4.00	2.00	100
3 hrs	3.50	6.50	3.00	85.7
4 hrs	6.50	9.00	2.50	38.5
5 hrs	9.50	12.00	2.50	26.3
6 hrs	12.50	16.00	3.50	28.0
7 hrs+	15.50	16.00	0.50	3.2
<u>Evening</u>				
None		\$4.00 (after 6 pm)	-	-
<u>Monthly</u>	\$250.00	\$250.00	\$0	0%
<u>Motorcycle</u>				
<u>Day</u>	None	\$3.00	-	-
<u>Monthly</u>	None	50.00	-	-

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BUDGET ANALYST

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>5) Japan Center (Garage)</u>				
1 hr	\$0.65	\$0.65	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.25	2.25	0	0
4 hrs	3.00	3.50	0.50	16.7
5 hrs	4.00	4.50	0.50	12.5
6 hrs	5.00	5.50	0.50	10.0
7 hrs+	6.00	6.50	0.50	8.3
8 hrs	7.50	8.00	0.50	6.7

Monthly

Reg- Main	\$93.95	\$95.00	\$1.05	1.1%
Reg- Fillmore	67.85	95.00	27.15	40.0
Kaiser-Main	67.85	N/A	N/A	N/A
Kaiser-Fillmore	57.40	N/A	N/A	N/A
Merchant	41.75	95.00	53.25	127.5

Validations

AMC	\$1.35	\$1.42 (3 hrs)	\$0.07	5.2%
Merchant	1.50	1.60 (3 hrs)	0.10	6.7

6) Lombard Street (Garage)

Day

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.50	1.50	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.00	4.25	0.25	6.3
5 hrs	5.00	5.50	0.50	10.0

Evening

1 hr	\$1.00	\$1.00	\$0	0%
2 hrs	2.00	2.50	0.50	25.0
3 hrs	3.00	3.50	0.50	16.7

Overnight

	\$3.00	\$4.00	\$1.00	33.3%
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N/A - Not Applicable.

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
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7) Marshall Square (Lot)

<u>Day</u>				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.50	0.25	20.0
3 hrs	2.25	2.50	0.25	11.1
4 hrs	3.25	3.75	0.50	15.4
5 hrs	4.50	5.50	1.00	22.2
6 hrs	5.50	6.50	1.00	18.2
7 hrs	6.50	6.50	0	0
<u>Special Event</u>	\$4.00	\$4.00	0	0

8) Moscone Center (Garage)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.00	4.00	0	0
5 hrs	5.50	5.50	0	0
6 hrs	7.00	7.00	0	0
7 hrs	9.00	9.00	0	0
<u>Special Event</u>	\$5.00	\$5.00	\$0	0%
<u>Early Bird</u>	7.00	7.00	0	0
<u>Monthly</u>	95.00	130.00	\$35.00	36.8%

9) Performing Arts (Garage)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.50	1.50	0	0
3 hrs	2.25	2.25	0	0
4 hrs	3.25	3.25	0	0
5 hrs	4.25	4.50	0.25	5.9
6 hrs	5.25	5.50	0.25	4.8
7 hrs	6.25	6.50	0.25	4.0
<u>Special Event</u>	\$4.00	\$4.25	0.25	6.3
<u>Early Bird</u>	3.75	4.25	0.50	13.3
<u>Monthly</u>	95.00	100.00	5.00	5.3

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	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>10) Polk/McAllister (Lot)</u>				
1 hr	\$1.50	\$1.50	\$0	0%
2 hrs	2.25	2.25	0	0
3 hrs	2.75	2.75	0	0
4 hrs	3.50	4.25	0.75	21.4
5 hrs	5.00	6.50	1.50	30.0
6 hrs	8.00	9.00	1.00	12.5
<u>Special Event</u>	\$4.00	\$4.00	0	0%

11) Portsmouth Square (Garage)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	2.00	2.00	0	0
3 hrs	4.00	4.00	0	0
4 hrs	6.00	6.50	0.50	8.3
5 hrs	8.25	8.75	0.50	6.1
6 hrs	10.50	11.25	0.75	7.1
7 hrs	13.00	13.75	0.75	5.8
8 hrs	15.00	16.00	1.00	6.7
<u>Overnight</u>	\$3.00	\$3.00	\$0	0%
<u>Monthly</u>	\$225.00	\$260.00	\$35.00	15.6%

12) Seventh & Harrison (Lot)

1 hr	\$1.00	\$1.00	\$0	0%
2 hrs	2.00	2.00	0	0
3 hrs	3.00	3.50	0.50	16.7
4 hrs	4.00	4.50	0.50	12.5
5 hrs	5.00	5.50	0.50	10.0
<u>Overnight</u>	1.00	\$1.50	\$0.50	50.0%

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
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13) St. Mary's Square (Garage)

Day

0.5 hr	\$1.75	\$1.75	\$0	0%
1 hr	3.50	3.50	0	0
1.5 hrs	5.25	5.25	0	0
2 hrs	7.25	7.25	0	0
2.5 hrs	9.25	9.25	0	0
3 hrs	11.25	11.25	0	0
3.5 hrs	13.25	13.25	0	0
4 hrs	14.50	15.75	1.25	8.6

Evening

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	2.00	2.00	0	0
3 hrs	4.00	4.00	0	0
4 hrs	5.75	5.75	0	0
5 hrs	7.25	7.25	0	0
6 hrs	9.75	9.75	0	0

<u>Monthly</u>	\$235.00	\$260.00	\$25.00	10.6%
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14) Sutter/Stockton (Garage)

Day (Monday-Saturday)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.50	4.75	0.25	5.6
5 hrs	7.50	8.00	0.50	6.7
6 hrs	10.50	11.00	0.50	4.8
7 hrs	13.50	14.75	1.25	9.3

Nights and Sundays

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0

<u>Monthly</u>	\$225.00	\$250.00	\$25.00	11.1%
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Motorcycle

<u>Day</u>	\$1.50	\$2.00	\$0.50	33.3%
<u>Monthly</u>	None	40.00	-	-

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	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
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15) Vallejo Street (Garage)

Day

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.50	1.50	0	0
3 hrs	3.50	4.00	0.50	14.3
4 hrs	5.50	6.25	0.75	13.6
5 hrs	7.50	8.50	1.00	13.3
6 hrs	9.50	10.50	1.00	10.5
7 hrs	11.25	12.50	1.25	11.1

Evening

1 hr	\$1.25	\$1.25	\$0	0%
2 hrs	2.50	2.50	0	0
3 hrs	4.25	5.00	0.75	17.7
4 hrs	6.00	7.00	1.00	16.7
5 hrs	8.00	9.00	1.00	12.5

<u>Monthly</u>	\$237.00	\$250.00	\$13.00	5.5%
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16) Union Square (Garage)

Day

0.5 hr	\$0.75	\$0.75	\$0	0%
1 hr	2.00	2.00	0	0
1.5 hrs	2.75	2.75	0	0
2 hrs	3.50	3.75	0.25	7.1
2.5 hrs	4.25	5.00	0.75	17.7
3 hrs	5.00	6.00	1.00	20.0
3.5 hrs	6.00	7.00	1.00	16.7
4 hrs	7.00	8.00	1.00	14.3
4.5 hrs	8.25	9.25	1.00	12.1
5 hrs	9.50	10.50	1.00	10.5
5.5 hrs	11.00	12.25	1.25	11.4
6 hrs	11.75	13.50	1.75	14.9
6.5 hrs	14.00	15.50	1.50	10.7

<u>Monthly</u>	\$275.00	\$290.00	\$15.00	5.5%
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Comments

1. Mr. Kevin Hagerty of the Department Parking and Traffic reports that the proposed rate increases were structured to accomplish the following: (1) to generate sufficient additional revenue to off-set the increased parking tax costs incurred by operators of the City-owned parking facilities and (2) to make the rates for parking facilities serving retail and commercial areas consistent with the City's transit- first policy which encourages short-term parking and discourages long-term parking. As noted above, with the exception of Golden Gateway Garage, the proposed rate increases primarily effect parking rates for periods of three hours or longer and/or monthly parking rates. Mr. Hagerty reports that Golden Gateway Garage's entire parking rate schedule was increased to reflect rates that are competitive with adjacent garages, as well as to adjust for the increase in the parking tax rate. Mr. Hagerty adds that for the Japan Center Garage the monthly rates for Kaiser-Main and Kaiser-Fillmore are no longer applicable because Kaiser is no longer using space at the garage.

2. Mr. Hagerty advises that the Department intends to survey all of the City's parking facilities, at a later date, to determine if the parking rates are competitive with adjacent parking facilities. Given that the information derived from such a survey could have significant impact on the City-wide parking rates, the Budget Analyst believes that such a survey should have been conducted within a timeframe that would have allowed the Department of Parking and Traffic to base the proposed parking rate increases on the establishment of competitive parking rates City-wide, as well as the increase in the parking tax rate. Mr. Hagerty advises that the Department was not inclined to propose parking rate increases in connection with the establishment of competitive parking rates, at this time, because the economy is currently in a recession and further increases in the parking rates could pose a hardship on the business community. Additionally, Mr. Hagerty advises that the Fifth and Mission Garage and the Ellis-O'Farrell Garage are undergoing expansion plans, which will result in the need to change the parking rates at these two garages in FY 1992-93. According to Mr. Hagerty, the Department would prefer to wait to make any adjustments to the City-wide parking rates to reflect competitive rates until the expansion has been completed on these two garages. Mr. Hagerty advises that the Department would be interested in establishing competitive rates for long-term parking at the City's parking facilities. However, with regard to short-term parking the Departments priority is to provide accessible and economical parking in order to encourage patronage of local business establishments. The Budget Analyst recommends that the Department establish a specific timetable to (1) conduct a survey to determine if the parking rates at the City's parking facilities are competitive and (2) develop a proposal for parking rate adjustments, if required.

3. Based on the 1990-91 parking volume for the City-owned parking facilities, the Department of Parking and Traffic projected gross revenues for the City-owned parking facilities for 1991-92, are as follows:

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	Gross Revenue Current Rate	Gross Revenue Proposed Rate	Difference
<u>1) Parking Facility-Management Contract</u>			
Moscone Center Garage	\$804,434	\$911,534	\$107,100
<u>2) Parking Facilities - Non-Profit</u>			
Civic Center Garage	\$1,223,327	\$1,280,479	\$57,152
Ellis-O'Farrell Garage	1,969,100	2,071,000	101,900
Fifth and Mission Garage	3,666,258	3,859,458	193,200
Sutter/Stockton Garage	4,694,416	4,916,834	222,418
Japan Center Garage	1,636,716	1,718,749	82,033
Portsmouth Square Garage	2,173,250	2,273,115	99,865
<u>3) Parking Facilities - Leased</u>			
Golden Gateway Garage	\$2,039,125	\$2,643,625	\$604,500
Lombard Garage	161,696	180,905	19,209
Marshall Square Lot	209,650	225,267	15,617
Performing Arts Garage	799,879	862,025	62,146
Polk/McAllister Lot	208,370	221,770	13,400
St. Mary's Square Garage	4,501,778	4,814,918	313,140
Seventh and Harrison Lot	323,000	344,250	21,250
Vallejo Street Garage	621,061	667,601	46,540
Union Square Garage	<u>3,682,169</u>	<u>4,031,536</u>	<u>349,367</u>
Total	\$28,714,229	\$31,023,066	\$2,308,837

4. Based on the proposed parking rate increases and assuming the parking volume is comparable with 1990-91, the Department of Parking and Traffic projects that an additional \$444,400 in net revenue would accrue to the City's General Fund, \$59,400 would accrue to the Department of Parking and Traffic's Off-Street Parking Fund and \$169,500 would accrue to the Recreation and Park Department's Revenue Fund for a total increase in the City's revenue of \$673,300 for 1991-92.

Recommendation

Approval of the proposed resolution to increase parking rates at City-owned parking facilities as a result of the City's parking tax rate increase from 20 to 25 percent is a policy matter for the Board of Supervisors.

The Budget Analyst further recommends that the Finance Committee prepare in and report out a resolution urging the Department of Parking and Traffic to establish a specific timetable for (1) conducting a survey to determine if the parking rates at each of the City's parking facilities are competitive and (2) developing a proposal for parking rate adjustments, if required.

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Item 1e - File 64-91-28

Department: Department of Public Works (DPW)

Item: Resolution authorizing a new lease of real property at 30 Van Ness Avenue for the Department of Public Works, Bureau of Architecture

Location: 30 Van Ness Ave. (portion of the fourth floor)

Purpose of Lease: To provide office space for the DPW Bureau of Architecture

Lessor: Herbst Foundation

No. of Sq. Ft. and Cost/Month: Approximately 22,000 sq. ft. @ \$1.25/sq. ft. = \$27,500/month

Annual Cost: \$330,000

Utilities and Janitor Services Provided by Lessor: Lessor provides janitorial services and a portion of utilities.

Source of Funds: 36 percent of rental costs - 1990 Earthquake Safety Bond
64 percent of rental costs - DPW Overhead Funds - Fees

Term of Lease: September 23, 1991 to October 31, 1994

Right of Renewal: The lease does not contain any options to renew, but the lease can be renegotiated when the lease term expires.

Comments:

1. The Bureau of Architecture is currently occupying space at a) City Hall (approximately 500 sq. ft.), b) City-owned property at 45 Hyde Street (approximately 14,780 gross sq. ft.) and c) City-owned property at the Hall of Justice (approximately 1,500 sq. ft.), at no cost. The Real Estate Department reports that in March of 1991, the Public Library requested the Bureau of Architecture to vacate the premises at 45 Hyde Street, which houses 70 of the Bureau's 81 current employees, to provide space for Library functions. The Bureau has not, as yet, vacated these premises.
2. Mr. Mark Primeau of the DPW reports that the Library's request that the Bureau of Architecture vacate the premises at 45 Hyde Street, represents one of two major reasons for the proposed relocation of the Bureau of Architecture. The second reason is because the Bureau is in need of additional office space to accommodate an additional 24 architectural and technical staff that are scheduled to be hired as early as

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December, but no later than June of this fiscal year. The additional 24 staff will increase the Bureau of Architecture staffing level to 105 staff. The additional 24 positions include 10 vacant positions and 14 new positions. Of the 24 positions, 22 would be funded from bond funds and two would be funded from DPW Overhead funds, which are appropriated in the Bureau's 1991-92 budget. Mr. Primeau advises that the additional staff are required because the Bureau's workload associated with bond funded projects has increased substantially over the past several years. In 1987, bond funded projects totalled \$54 million. Currently, bond funded projects total \$611.6 million, of which \$392.1 million is earmarked for Earthquake Safety Program Phases 1 and 2.

3. Of the total 22,000 sq. ft. of space at the 30 Van Ness Avenue site, approximately 2,457 sq. ft. would be used for conference room, computer room, coffee room and storage space. The remaining 19,543 sq. ft. would be used for office space for the Bureau's personnel. Given that 105 staff persons would occupy the office space, the amount of office space per person would be approximately 186 sq. ft.

4. The Bureau of Architecture currently has three staff located at City Hall and eight staff located at the Hall of Justice. Mr. Primeau advises that the vacated space at City Hall will be absorbed by the DPW, Claims Investigation Division and the vacated space at the Hall of Justice will be used by the Police Department for expanded space for its Narcotics and Management Control Divisions.

5. The City is currently in the process of purchasing the building at 25 Van Ness Ave. and there is currently surplus space available at this site. However, Mr. Primeau advises that, for this proposed DPW Bureau of Architecture lease, the 30 Van Ness Ave. site was selected instead of the 25 Van Ness Ave. site because the 30 Van Ness Ave. site will permit the staff to be housed on a single level, whereas the 25 Van Ness Ave. site would require that the staff be housed on two or three separate floors. According to Mr. Primeau having the staff housed on a single level is important to the overall efficiency of the Bureau's operations because, many of the Bureau's work assignments require the staff to group together in teams. Mr. Primeau adds that housing the Bureau's computer system on one level is also more efficient and cost effective.

6. Mr. Gerald Romani of the Real Estate Department reports that the way the Bureau of Architecture operates and the type of equipment it uses (i.e. large drafting tables) requires a large open space in order for the staff to work efficiently. Mr.

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Romani advises that there is approximately 25,000 sq. ft. available at the 25 Van Ness Ave. site, and it is divided into several areas in the building. According to Mr. Romani, the Department has had inquiries about the vacant space, from various City Departments, and the Department does not expect to have any difficulty in filling the space.

7. The Real Estate Department advises that the monthly rental rate of \$27,500, represents the fair market rental value for this property.

Recommendation: Approve the proposed resolution.

Item 1f - File 64-91-29

Department: Real Estate
Fine Arts Museum

Item: Resolution authorizing a new lease of real property for the Fine Arts Museum for offices.

Location: 795 8th Avenue

Purpose of Lease: Office space for the Fine Arts Museum

Lessor: Taldan Investment Co.

No. of Sq. Ft. and Cost per Month: 7,070 square feet at \$1.25 per square feet per month = \$8,837.50 per month.

Annual Cost: \$106,050

Utilities and Janitor Services Provided by Lessor: All utilities provided by Lessor.

Term of Lease: January 1, 1992 through December 31, 1997

Right of Renewal: The City would have the right to renew or terminate the proposed lease if funds are not appropriated in subsequent fiscal years.

Source of Funds: 1989 Earthquake Safety Bonds

Comments:

1. The Fine Arts Museum will be vacating its present office quarters within the Palace of the Legion of Honor to allow for seismic upgrading of the facility. Therefore, the proposed lease would be used to provide office space for Fine Arts personnel during the seismic upgrading project. The Fine Arts Museum's office would return to the Legion of Honor after the seismic upgrading has been complete.
2. The seismic upgrading project is scheduled to take approximately 2.5 years to complete. Under the terms of the proposed lease, the Fine Arts Museum would occupy the premises for the lease term expiring on December 31, 1997, unless funds for rental payments are not appropriated in any subsequent fiscal year. The proposed lease also provides an option which, if exercised, would provide that the remainder of the lease, be assigned to the Corporation for the Fine Arts Museum, a non-profit corporation whose sole purpose is to support the projects and activities of the Fine Arts Museum.

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Mr. Lloyd Gardner of the Real Estate Department reports that this option could be exercised at any time during the lease. However, Mr. Steve Dykes of the Fine Arts Museum reports that if this option is exercised, it is likely to occur after June 30, 1994 through December 31, 1997 when the seismic upgrading project is scheduled to be completed.

3. Mr. Dykes indicates that if the option is exercised, and the proposed lease is assigned to the Corporation of the Fine Arts Museum beginning on July 1, 1994, funding for the proposed lease would be paid through Corporation of the Fine Arts Museum funds, the source of which is private donations, museum memberships and revenues from museum shops and events. Mr. Dykes reports that the Corporation for the Fine Arts Museum would use the premises for office space.

4. Mr. Gardner reports that the proposed annual rent of \$106,050 reflects the fair market value for the property. After reviewing the proposed lease to ensure that City bond funds would be used appropriately, the Chief Administrative Officer recommends to proceed with the proposed lease funded through City bond funds.

Recommendation: Approve the proposed lease.

Item 1g - File 64-91-30

Department: Real Estate
Fine Arts Museum

Item: Resolution authorizing a new lease of real property for the Fine Arts Museum for offices and conservation treatment.

Location: 657 Howard Street

Purpose of Lease: Office space, temporary storage space for the Achenbach Prints and conservation treatment space for the Fine Arts Museum.

Lessor: Crown Point Press, Inc.

No. of Sq. Ft. and Cost per Month: Approximately 4,040 square feet at @ \$1.44 square foot per month = \$5,833 per month.

Annual Cost: \$69,996

Utilities and Janitor Services Provided by Lessor: All utilities would be provided by the Lessor, except for scavenger services which would be provided by the City.

Term of Lease: October 1, 1991 through September 30, 1994

Right of Renewal: The City would have the right to renew or terminate the proposed lease in each subsequent fiscal year if funds are not appropriated.

Source of Funds: 1989 Earthquake Safety Bonds

Comments: 1. The Fine Arts Museum will be vacating its present office quarters within the Palace of the Legion of Honor to allow for seismic upgrading of the facility. Therefore, the proposed lease would be used to provide office space for Fine Arts personnel, storage space for the Achenbach Prints, and space for conservation treatment of this collection (i.e. photographing, condition assessment and conservation treatments to artworks) during the seismic upgrading project. The Fine Arts Museum's office would return to the Legion of Honor after the seismic upgrading has been completed. The seismic upgrading project is estimated to take approximately 2.5 years. As noted above, the proposed lease is for three years. Mr. Lloyd Gardner of the Real Estate Department reports that the Fine Arts Museum needs the premises for three years in the event that the seismic

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upgrading project took longer than estimated, and also to relocate and renovate the premises. However, as noted above, the City would have the right to renew or terminate the lease during each subsequent fiscal year.

2. After reviewing that the Fine Arts Museum is intending to use a portion of the space under the proposed lease to perform conservation treatment for the Achenbach Prints, the Chief Administrative Officer reported that the conservation work proposed by the Museum requires more space than would normally be required for the protected storage of the Achenbach Prints. The Chief Administrative Officer advised that to ensure that City bond funds are used appropriately, the Fine Arts Museums should fund that portion of the lease costs required for the conservation work at 657 Howard Street through other sources than bond funds. The Fine Arts Museum reports that this portion of the lease costs would be funded through the Corporation for the Fine Arts Museum. The Corporation for the Fine Arts Museum is a non-profit organization whose sole purpose is to support the projects and activities of the Fine Arts Museum and whose revenue source is private donations, museum memberships, and revenues from museum shops and events.

3. The proposed lease would also provide that the Fine Arts Museum will make specialty alterations to the premises for an amount not to exceed \$35,500 in order to accommodate the conservation work which would be done on the Achenbach Prints. Mr. Dykes reports that these renovation costs would be funded through the Corporation for the Fine Arts Museum, and not through City bond funds. Included in the renovations would be the set up of a paper conservation lab and a security system to protect the Achenbach Prints while the conservation treatment is being undertaken.

4. As noted above, the City would pay for all the scavenger costs under the proposed lease. Mr. Gardner estimates that scavenger costs would be approximately \$1,200 annually.

5. The Fine Arts Museum has agreed to fund 25 percent of the three-year lease costs, including renovation costs, scavenger costs and janitorial. The Fine Arts Museum has calculated that the total lease costs would be approximately \$259,900, and 25 percent of this total cost would be approximately \$65,000, funded through the Corporation for the Fine Arts Museum. The Chief Administrative Officer has also agreed to this amount.

6. Mr. Gardner reports that the proposed annual rent of \$69,996 reflects the fair market value for the property.

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Memo to Finance Committee
September 18 , 1991

Recommendation: Approve the proposed lease.

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Item 1h -File 87-91-1

Note: This item was transferred from the Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.

1. The proposed resolution would approve the 1991 Five-Year Combined Road Plan Program for the City and County of San Francisco.

2. The San Francisco Combined Road Plan (CRP) Program was previously known as the Federal Aid Urban (FAU) Program.

3. The Federal Highway Administration requires that a five-year program of highway and transit improvements be developed in order for a community to receive FAU Funds. The five-year program is reviewed and updated annually and must be approve by the Metropolitan Transportation Commission (MTC) and the California Department of Transportation (CalTrans). The proposed program includes the five-year period from October 1, 1991, through September 30, 1996.

4. The CRP Program was developed by the San Francisco Combined Road Plan Committee (previously known as the Federal Aid Urban Committee) and has been recommended for approval by the Transportation Policy Group composed of the Director of Public Works, the General Manager of Public Utilities, and the Director of City Planning. The San Francisco Combined Road Plan Committee includes the City Engineer and a representative from the Public Utilities Commission, Department of City Planning, Port Commission and CalTrans.

5. The proposed Five-Year Program totals \$21,352,000 of which \$17,590,000 is Federal Aid Urban (FAU) System Program funds, \$2,865,000 is local match funds and \$897,000 is local design costs. Funding for the local match requirements as well as the local design costs is or will be included in the budgets of the requesting departments each program year. The local match would come from a combination of State Gas Tax revenues and 1987 Street Improvement Bond funds.

6. FAU funds are used for a variety of street and transit projects including installation of traffic signals, repaving of roadways and reconstruction of Municipal Railway facilities. These funds are allocated to projects in three categories: Streets Only, Transit Only and Special Projects. The only Special Project identified in the current plan is the construction of a new interchange for Interstate I-280 near Islais Creek.

7. Projects for which funds are expected to be committed by September 30, 1991 are also included in the first year program so that, in the event of unexpected delays in funding commitments, the projects may be completed.

8. Projects for which funds have not been committed cannot be approved unless the projects are included in the CRP program in effect at that time. Projects included in the first two years of the program can be approved for funding during the coming fiscal year.

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Comments

1. Although the FAU funds require local matches of approximately 17 percent, approval of the five-year plan does not obligate local funds since the Board of Supervisors must approve resolutions authorizing the Chief Administrative Officer and the Director of Public Works (for street projects) or the Public Utilities Commission (for transit projects) to enter into agreements with the State for specific projects on a project-by-project basis. According to Mr. Vit Troyan of DPW Engineering, legislation to appropriate the local match for projects identified in the subject 1991 Five-Year Combined Road Plan Program would be submitted in the future to the Board of Supervisors.

2. At the present time the City has obligated all existing CRP Program funds so that no carry forward funds are identified in the proposed 1991 Five-Year CRP Program. In the past, the approval of the Five-Year Combined Road Plan Program included the identification of carry forward funds.

3. Mr. Troyan also advises that the expiration of the current Federal Surface Transportation Act, which will occur after September 30, 1991, will likely change some of the required procedures for obtaining Federal Funds in the future.

4. Although some the procedures of the current Federal Surface Transportation Act could change future funding requirements, MTC and CalTrans have requested a CRP five-year program submittal for 1991 based on the assumption that funding will be available to the City at levels comparable to recent years.

5. Over \$ 50 million in FAU funds have been apportioned to the City from FY 1973-74 through FY 1990-91.

6. Attachment I provides a summary of the 1991 Five-Year Combined Road Plan (CRP) Program. Attachment II provides detail of the projects in the first year of the 1991 Five-Year CRP Program.

7. Ms. Gail Bloom of PUC Finance advises that traditionally FAU funds are split between road and transit projects on a 55 to 45 ratio as is presented for the fourth and fifth years in Attachment I. Ms. Bloom also advises that the 55 to 45 ratio has been adjusted during the first three years of the plan in favor of "streets only" projects in order to offset equally prior year adjustments in favor of "transit only" projects which are not the subject of this proposed plan.

8. On August 27, 1991, the Economic and Social Policy Committee held a hearing and recommended approval of the proposed resolution.

Recommendation

Approve the proposed resolution.

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Five-Year CRP Program
October 1, 1991 - September 30, 1996

	<u>FAU</u>	<u>Local Match</u>	<u>Local Design Cost</u>	<u>Total Project Cost</u>
<u>First Year (F.Y. 1991-92)</u>				
Streets Only	1,436,000	234,000	157,000	1,827,000
Transit Only	1,582,000	258,000	-	1,840,000
Special Projects	<u>500,000</u>	<u>81,000</u>	<u>-</u>	<u>581,000</u>
Total First Year	\$3,518,000	\$573,000	\$157,000	\$4,248,000
<u>Second Year (F.Y. 1992-93)</u>				
Streets Only	1,436,000	234,000	157,000	1,827,000
Transit Only	1,582,000	258,000	-	1,840,000
Special Projects	<u>500,000</u>	<u>81,000</u>	<u>-</u>	<u>581,000</u>
Total Second Year	\$3,518,000	\$573,000	\$157,000	\$4,248,000
<u>Third Year (F.Y. 1993-94)</u>				
Streets Only	1,436,000	234,000	157,000	1,827,000
Transit Only	1,082,000	176,000	-	1,258,000
Special Projects	<u>1,000,000</u>	<u>163,000</u>	<u>-</u>	<u>1,163,000</u>
Total Third Year	\$3,518,000	\$573,000	\$157,000	\$4,248,000
<u>Fourth Year (F.Y. 1994-95)</u>				
Streets Only	1,936,000	315,000	213,000	2,464,000
Transit Only	1,582,000	258,000	-	1,840,000
Special Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fourth Year	\$3,518,000	\$573,000	\$213,000	\$4,304,000
<u>Fifth Year (F.Y. 1995-96)</u>				
Streets Only	1,936,000	315,000	213,000	2,464,000
Transit Only	1,582,000	258,000	-	1,840,000
Special Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fifth Year	\$3,518,000	\$ 573,000	\$ 213,000	\$ 4,304,000
<u>Total Five-Year Program</u>	<u>\$17,590,000</u>	<u>\$2,865,000</u>	<u>\$897,000</u>	<u>\$21,352,000</u>

CRP PROGRAM
FY 1991-92

	FAU \$	LOCAL MATCH \$	DESIGN COST \$	PROJECT COST \$
1. Curb Ramps - Various Locations	\$72,000	\$12,000	\$8,000	\$92,000
2. Street Resurfacing- Various Locations	933,000	152,000	102,000	1,187,000
3. Street Reconstruction- Various Locations	431,000	70,000	47,000	548,000
4. MUNI Storage, Maintenance & Other Fixed Facilities- Expansion, Rehabilitation and Improvements	1,582,000	258,000	(1)	1,840,000
5. Islais Creek Interchange (2)	500,000	81,000	(3)	581,000
TOTAL	<u>\$3,518,000</u>	<u>\$573,000</u>	<u>\$157,000</u>	<u>\$4,248,000</u>

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- (1) Design cost to be included in FAU participation
 (2) Total City share for project is \$2.4 million (DPW's share = 75%; PUC's share = 25%)
 (3) State design cost not included

Item 1i - File 132-91-1.1

Department: Arts Commission

Item: Resolution authorizing the Arts Commission to accept and expend State grant funds as requested and approved in Resolution No. 186-91, File 132-91-1 to support information and referral services to artists seeking combined living and studio space; to provide arts education resources linking schools and community centers to artists, and arts organizations.

Grant Amount: \$30,000

Grant Period: July 1, 1991 through June 30, 1992

Source of Funds: California Arts Council

Description: The Board of Supervisors previously authorized the Arts Commission to apply for the proposed grant funds (File 132-91-1). The Arts Commission was officially named the "Local County Partner" to the California Arts Council by the Board of Supervisors in 1980 (File 135-80-12), making the Arts Commission the official recipient of funds from the State Arts Council's State-Local Partnership Program. Under the proposed FY 1991-92 State-Local Partnership Grant, the proposed grant funds would be used for ArtHouse, which is a continuation joint project of the Arts Commission and California Lawyers for the Arts, a non-profit corporation, helping artists locate, rent, buy or develop live/work spaces. The funds would also be used to provide funds for a part-time arts education resource person to continue to create partnerships among artists, arts organizations, schools and community centers. The proposed grant funds would also be used to provide funds for a part-time administrator responsible for refining guidelines, screening applications and setting up review panels for grant funded programs.

Required Match: \$30,000 to be funded through National Endowment for the Arts grant funds received for FY 1991-92. Therefore, the total grant budget would be \$60,000.

Indirect Costs: None (See Comment #1 below).

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Project Budget:

	<u>Grant Funds</u>	<u>Matching Funds</u>
<u>Contractual Services</u>		
ArtHouse Manager	\$15,000	\$15,000
Grant Administrator	7,500	7,500
Arts Educator	<u>7,500</u>	<u>7,500</u>
Total Budget	\$30,000	\$30,000

Comments:

1. The Arts Commission did not request indirect costs as part of its original grant application (File 132-91-1). Ms. Sonia Gray of the Arts Commission reports that at the time the original grant application was made, the Arts Commission was unaware that indirect costs had to be included in the grant application. Ms. Gray advises that the California Arts Council prohibits the inclusion of indirect costs at this time since indirect costs were not included in the original grant application. Therefore, the proposed grant budget does not include indirect costs as part of the grant budget, and the proposed resolution states that any indirect costs associated with the proposed grant funds would be waived.

2. As noted above, the proposed grant period began on July 1, 1991. Therefore, the proposed resolution should be amended to authorize the Arts Commission to approve the proposed grant retroactively. Ms. Gray reports that the ArtHouse project is being done in conjunction with the non-profit corporation, California Lawyers for the Arts, and that California Lawyers for the Arts has been providing funding to continue the ArtHouse project. Therefore, a portion of the proposed grant funds would be used to reimburse California Lawyers for the Arts.

3. Ms. Gray reports that the ArtHouse Manager would be a contract staff member of the non-profit corporation, California Lawyers for the Arts, and the Grant Administrator and Arts Educator positions would be contracted on a part-time basis directly with the Arts Commission.

4. The Arts Commission has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Amend to approve the proposed resolution retroactively.
Approve the proposed resolution as amended.

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Item 1j - File 132-91-8

Department: Arts Commission

Item: Resolution authorizing the San Francisco Arts Commission, retroactively, to apply for, accept and expend Federal funds for conservation work on artwork in the North Terminal of the San Francisco International Airport damaged by the October 17th Loma Prieta Earthquake.

Grant Amount: \$12,000

Grant Period: December 1, 1989 through June 30, 1990

Source of Funds: National Endowment for the Arts

Description: The proposed grant funds would be used to repair five damaged artworks in the City's collection located in the North Terminal of the San Francisco International Airport. These artworks were damaged as a result of the Loma Prieta earthquake on October 17, 1989. The five works include the works of the following northern California artists: Sam Francis, Nance O'Banion, William Wiley, Robert Ramirez and Edith Hamlin.

As noted above, the conservation work began in December, 1989 and was completed in June, 1990. The conservation of the artwork was performed Mr. James Bernstein, formerly Co-Director of Conservation at the San Francisco Museum of Modern Art. Mr. Bernstein was retained as a private conservation consultant by the Arts Commission beginning in 1987 for the purpose of conducting a survey of the permanent art collection installed at the Airport. Because he was experienced and knowledgeable about the Airport Art Collection, he as chosen as the contractor to perform the conservation work. The paintings were moved, stored, and replaced by Athowe Fine Arts. Athowe Fine Arts had a specialized moving and storage contract for earthquake-damaged artwork replacement with the Arts Commission. The firm was selected to perform the moving and storage as part of their overall contract with the Arts Commission. Specifically, the amounts awarded to each contractor were as follows:

James Bernstein	\$ 5,500
Athowe Fine Arts	<u>6,500</u>
Total Budget	\$12,000

Indirect Costs: None. Payment of indirect costs is not allowed by the granting agency.

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Required Match: None.

Comments:

1. The Arts Commission reports that the Arts Commission was unaware that the Board of Supervisors had to approve grant funds which were administered by outside agents. Therefore, the proposed resolution would authorize the Arts Commission to apply for, accept, and expend the proposed grant retroactively.
2. Neither James Bernstein nor Atthowe Fine Arts is a City-certified MBE, WBE or LBE firm.
3. The Arts Commission has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Approve the proposed resolution.

Item 1k - File 132-91-9

Department: Arts Commission

Item: Resolution authorizing the Arts Commission, retroactively to apply for, accept and expend a continuation State grant to provide operational support for the Arts Commission's State-Local Partnership Program; to support artists honoraria and exhibition programs for the Arts Commission Gallery; to support ArtHouse, an information and referral program for artists seeking live/work space; and for live/work development consultant services; and further authorizing indirect costs to be waived.

Grant Amount: \$51,643

Grant Period: July 1, 1989 through June 30, 1990

Source of Funds: California Arts Council

Description: The Arts Commission was officially named the "Local County Partner" to the California Arts Council by the Board of Supervisors in 1980 (File 135-80-12), making the Arts Commission the official recipient of funds from the State Arts Council's State-Local Partnership Program. Under the FY 1989-90 grant, funds were used to support artists' honoraria for artwork exhibited at the Arts Commission Gallery. The grant funds were also used to fund ArtHouse, which is an information and referral program for artists seeking live/work space. In addition, funds were used to provide live/work development consultants who worked with neighborhood organizations, for-profit developers and with the Oakland Neighborhood Services, a non-profit housing developer to facilitate the building of affordable live/work spaces for artists.

Indirect Costs: None (See Comment #3 below).

Required Match: \$51,643. \$36,293 funded by the California Lawyers for the Arts, and the remaining \$15,350 funded through other State, Federal and private donation funds to the Arts Commission for FY 1989-90. Therefore, the total proposed grant award would be \$103,286.

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Project Budget:	Grant Funds	Matching Funds
<u>Contractual Services</u>		
ArtHouse Manager	\$15,000	\$15,000
Program Assistant	11,750	9,650
 Live/Work Development		
Consultants		
Gary Knecht	6,175	6,175
Victoria Epstein	750	750
Alan Becker	250	250
Community Economics	1,032	1,032
 Graphic Designer	2,000	2,000
Installation Technician	3,500	3,500
PR Writer	250	250
 <u>Artist Honorariums</u>	4,500	4,500
<u>Rental Space</u>	0	2,100
<u>Artist Materials</u>	<u>3,000</u>	<u>3,000</u>
 Total Budget	\$48,207	\$48,207

Comments:

1. Ms. Jennifer Spangler of the Arts Commission reports that the California Arts Council reimburses the Arts Commission after services have been provided. As reflected above, the Arts Commission project budget, not including the matching funds, is \$48,207. Ms. Spangler indicates that an additional development consultant was not hired during FY 1989-90. Therefore, although the Arts Commission is requesting authorization to apply for \$51,643, the Arts Commission is requesting authorization to accept and expend only \$48,207, which is \$3,436 less than the \$51,643 which was applied for. The Arts Commission reports that because of delays in the project due to a turnover in staff, the Arts Commission was unable to hire an additional development consultant. Therefore, the proposed resolution should be amended to authorize the Arts Commission retroactively to accept and expend proposed grant funds in the amount of \$48,207 instead of \$51,643.

2. The Arts Commission reports that all of the proposed grant funds have already been spent. The Arts Commission also reports that the grant was administered by the Friends of the San Francisco Arts Commission, a non-profit corporation acting as fiscal agent for the commission in FY 1989-90. The Arts Commission indicates that it was unaware that grant funds administered by an outside fiscal agent needed to be approved by the Board of Supervisors. Therefore,

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the Arts Commission is requesting permission from the Board of Supervisors to apply for, accept and expend the proposed grant funds retroactively.

3. The Arts Commission also reports that at the time the application was made for the proposed grant funds in FY 1989-90, the Arts Commission did not include indirect costs as part of the application because they were unaware that indirect costs had to be included as part of the grant application. Ms. Sonya Gray of the Arts Commission reports that the California Arts Council prohibits the inclusion of indirect costs at this time since indirect costs were not included in the original grant application. Therefore, the Arts Commission is requesting authorization to waive the City's indirect costs in the proposed resolution.

4. Ms. Spangler reports that the \$2,100 budgeted for Rental Space was provided as a match for office space for the ArtHouse Manager and Program Assistant at 1095 Market Street.

5. Ms. Spangler indicates that the contractual services which were provided by the ArtHouse Manager, Program Assistant, Graphic Designer, Installation Technician and PR Writer would be part of the ArtHouse project, which is an informational and referral program for artists seeking live/work space. Contractual services which were performed included an all-day workshop on developing live/work space, technical assistance to artists interested in co-op live/work space, and a published listing of available live/work space.

6. The Arts Commission has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Amend the proposed grant to authorize the Arts Commission to accept and expend a grant in the amount of \$48,207 instead of \$51,643. Approve the proposed resolution as amended.

Item 11 - File 133-91-4

Department: Chief Administrative Officer (CAO),
Solid Waste Management Program

Item: Resolution authorizing the CAO to apply for a grant and
waiving indirect costs.

Amount: Up to \$100,000

Source of Funds: California Integrated Waste Management Board

Program: Household Hazardous Waste Collection Program

Description: The Household Hazardous Waste Collection Program, a
facility located at the dump off Bayshore Highway, is a joint
effort between the CAO's Office and the Sanitary Fill
Company that allows residents to properly dispose of their
household hazardous waste (paint, motor oil, and pesticides.)
The facility has been in operation for three and a half years.
Grant funds are awarded by the State to those counties that
have implemented household hazardous waste collection
programs. The proposed grant funds would reimburse the
CAO's Office for public outreach and education expenses
incurred as part of the City's Household Hazardous Waste
Collection Program in fiscal year 1990-91.

Indirect Costs: None

Comments:

1. The State awards the proposed grant funds on a formula
based on the total amount of solid waste landfilled in the
county. Therefore, the CAO's Office was unable to determine
the exact amount or the budget of the proposed grant in
advance. The CAO's Office will submit a budget for the
proposed grant funds when they return to the Board of
Supervisors requesting authorization to accept and expend
the proposed grant.
2. Ms. Maria Trapalis-Baird of the Solid Waste Management
Program reports that indirect costs were not budgeted in the
proposed grant because the grantor does not permit indirect
costs. The proposed resolution therefore requests
authorization for the CAO to waive indirect costs on the
proposed grant.
3. The application for the proposed grant is due on September
27, 1991.

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Memo to Finance Committee
September 18, 1991

4. The CAO's Solid Waste Management Program has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is included in the file.

Recommendation: Approve the proposed resolution.

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Item 1m - File 134-91-3

Department: Department of City Planning

Item: Resolution to apply for, accept and expend a continuing grant, including ten percent for indirect costs.

Amount of Grant: \$77,035

Source of Grant: U.S. Department of the Interior, National Park Service

Grant Period: October 1, 1991 through September 30, 1992

Project: Presidio of San Francisco Planning Activity

Project Description: The proposed grant would continue to fund a project to administer the Memorandum of Understanding (MOU) between the Mayor and the General Superintendent, Golden Gate National Recreation Area (GGNRA), concerning planning activities for the jurisdictional transfer of the Presidio of San Francisco (Presidio) from the Department of Defense to the Department of the Interior, National Park Service.

The National Park Service is currently in the process of assuming management responsibility for the Presidio and is amending the GGNRA's General Management Plan covering the Presidio area.

According to the Department of City Planning, the Presidio represents a significant percentage of the City's land area and is extremely important to the City in its cultural, social, and economic aspects. It is desirable that the City's planning scope include all lands within the City's limits and that the plans and policies of the City and the National Park Service be coordinated.

The Memorandum of Understanding between the City and the GGNRA specifies that the Department of City Planning assign a staff member to participate as part of the multi-disciplinary team on Presidio planning matters. The planner assigned would be responsible for day-to-day coordination between the City and the National Park Service and for leadership of a task group representing City departments. The MOU specifies that the National Park Service, subject to Congressional appropriations, provide funding for such a staff member for the duration of the planning process.

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Grant Budget: The funds would be allocated as follows:

Permanent Salaries - Planner IV (1.0 FTE)	\$56,142
Mandatory Fringe Benefits	<u>13,890</u>
Total	\$70,032
City Overhead at 10 percent	<u>7,003</u>
Total Grant Budget	\$77,035

Required Match: None

Comments: 1. The MOU specifies that the agreement shall remain in effect for the duration of the planning process, which is expected to last a maximum of three years. The City began receiving these grant funds in August of 1990. This request represents continued funding for the one staff person for the period October 1, 1991, through September 30, 1992.

2. As of the writing of this report, the Department has not submitted a Disability Access Checklist for this grant application. Therefore, although the Budget Analyst recommends approval of this item, the proposed resolution should be continued pending submittal of a Disability Access Checklist to the Clerk of the Board of Supervisors.

Recommendation: Continue the proposed resolution as noted in Comment No. 2, above.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1n - File 147-91-1.1

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to accept and expend funds not to exceed \$34,530.

Amount: Not to exceed \$34,530

Source of Funds: United States Department of Education

Grant Period: October 1, 1991 through September 30, 1992

Grant Project: Project Read Student Support

Project Description: Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults who lack basic reading and writing skills free confidential tutoring by trained volunteers.

According to Ms. Ana Linder of the San Francisco Public Library, many adult learners who come to Project Read for help feel that they alone have problems reading and writing. The proposed funds would enhance learner involvement in the program and provide more opportunities for adult learners to meet and learn from one another. Proposed designs include an Adult Learner Council, Writing Workshops, Quarterly Workshops and an Adult Learner Event.

Grant Budget: The Library would expend the \$34,530 as follows:

Contract Services (Friends of the San Francisco Library):

Personnel

Support Services Coordinator Salary	\$21,216	
Fringe Benefits @ 14%	<u>2,970</u>	
Personnel Total		\$24,186

Supplies

300 fabric-bound notebooks and pens	1,500	
Printing	1,000	
Postage	<u>500</u>	
Supplies Total		3,000

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<u>Other</u>	
Writing Instructor's Fee (\$250 x 3 sessions x 6 weeks)	4,500
Guest Speaker Fee (\$50 x 3 sessions x 6 weeks)	900
Instructional Workshops (\$150 x 2)	<u>300</u>
Other Total	<u>5,700</u>
CONTRACT SERVICES TOTAL	\$32,886
<u>Indirect Costs @ five percent</u>	<u>1,644</u>
TOTAL	\$34,530

Local Match: None

Indirect Costs: \$1,644, or five percent of the total contract services.

Comments:

1. The Board of Supervisors authorized the Library to apply for the proposed grant in March of 1991 (File 147-91-1).
2. Ms. Linder reports that although the proposed resolution states that the grant amount is not to exceed \$34,530, the funder has granted the Library \$34,530 exactly.
3. According to Ms. Linder, contract services would be sole source to the Friends of the San Francisco Public Library. Ms. Linder reports that the Friends of the Library started Project Read in 1983, and thus is very knowledgeable about the program and the San Francisco Library's services. In addition, Friends of the Library, which exists to support the San Francisco Public Library, would provide support services free of charge.
4. Friends of the Library is a non-profit organization, and thus not a WBE/LBE/MBE firm.
5. The proposed grant would be the second year of a competitive grant.
6. Ms. Linder reports that if grant funding were reduced or terminated, the proposed contract services would be reduced or terminated accordingly.
7. The San Francisco Public Library Commission at its regular August 6, 1991 meeting authorized the City Librarian to accept and expend the proposed funds.

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8. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal grant.

9. The San Francisco Public Library has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor U.S. DEPT. OF EDUCATION Division LIBRARY
 Contact Person MARION STEWARD Section PROJECT READ
 Address GRANTS & CONTRACT SERVICE Contact Person ANA LINDER
P.O. BOX #3 ROOM 3653 Telephone 415/557-4388
7th St. & D Street Application Deadline 11/9/90
WASHINGTON, D.C. 20702-4729 Notification Expected 8/1/91
 Amount Requested 34,530
 Term: From 10/1/91 To 7/31/92
 Library Commission 8/6/91 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (a)
 (Circle appropriate words) grant in the amount of \$ 34,530 from the period of 10/1/91 to 7/31/92
 to provide STUDENT SUPPORT services.

II. Summary: (Concise summary of address, number, group, event, service, and period)

PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT OFFERS ENGLISH SPEAKING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TUTORING BY TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PROPOSE TO CREATE STRUCTURE AND OPPORTUNITY FOR 250 ADULT LEARNERS TO INCREASE THEIR EDUCATION AND CONTRIBUTION TO THE PROGRAM AND TO EACH OTHER.

III. Outcomes/Objectives:

INCREASE SUPPORT SERVICES TO 250 LEARNERS TO INCLUDE: MONTHLY PHONE CALLS AND STUDENT RECOGNITION EVENT. INCREASE LITERACY SKILL OF 250 LEARNERS BY PROVIDING WRITING WORKSHOPS AND CONSULTATIONS WITH READING SPECIALISTS.

IV. Effects of Reduction or Termination of These Funds:

THESE PLANS CALL FOR THE DEVELOPMENT OF A LEARNER COUNCIL WHO WILL BE ABLE TO CARRY OUT SUPPORT ACTIVITIES. INSTRUCTIONAL ACTIVITIES WILL BE REDUCED BY ONE HALF.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rev. Match	Approved by
Grant Amount			\$34,530			
Personnel						
Equipment						
Contract Svc.			\$32,886			
Mnt. & Supp.						
Facilities/Space						
Other						
Indirect Costs			\$1,644			

VI. Data Processing

(Leave blank above)

VII. Personnel

F/T CSC					
P/T CSC					
Contractual			32 hrs wky		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, how?
NO

VIII. Contractual Services: Open Bid _____ Sole Source _____
 (If sole source, attach Request for Exception Form)

Item 10 - File 147-91-2.1

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to accept and expend funds including indirect costs of five percent.

Amount: Not to exceed \$25,477

Source of Funds: United States Department of Education

Grant Period: October 1, 1991 through September 30, 1992

Grant Project: Project Read Tutor Support Services

Project Description: Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults who lack basic reading and writing skills free confidential tutoring by trained volunteers.

According to Ms. Ana Linder of the San Francisco Public Library, the majority of tutors express feelings of isolation and instruction difficulties when tutoring. To address these issues, the Public Library proposed to provide tutors with the following: continuing education workshops, social events, monthly phone calls, a quarterly newsletter, support groups, a tutor recognition event, and consultation with a reading specialist.

Grant Budget: The Library would expend the \$25,477 as follows:

Contract Services (Friends of the San Francisco Library):

Personnel

Volunteer Manager Salary	\$14,000	
Fringe Benefits @ 14%	<u>1,960</u>	
Personnel Total		\$15,960

Supplies

Tutor Recognition Plaques (300 @ \$5/ea)	1,500	
Printing	2,500	
Postage	<u>1,500</u>	
Supplies Total		5,500

Other

Continuing Education Sessions (\$150 x 6 sessions)	900	
Learning Assessment & Consultation (25 pairs x \$75 session)	<u>1,875</u>	
Other Total		<u>2,775</u>

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CONTRACT SERVICES TOTAL	\$24,235
<u>Indirect Costs @ five percent</u>	<u>1,212</u>
TOTAL PROJECT BUDGET	\$25,447

Local Match: None

Indirect Costs: \$1,212 or five percent of total contract services.

Comments:

1. The Board of Supervisors authorized the Library to apply for the proposed grant in March of 1991 (File 147-91-2).
2. The proposed resolution would give the Department permission to accept and expend grant funds not to exceed \$25,477. As reflected in the grant budget, the total grant amount would be \$25,447.
3. According to Ms. Linder, contract services would be sole source to the Friends of the San Francisco Public Library. Ms. Linder reports that the Friends of the Library started Project Read in 1983, and thus is very knowledgeable about the program and the San Francisco Library's services. In addition, Friends of the Library, which exists to support the San Francisco Public Library, would provide support services free of charge.
4. Friends of the Library is a non-profit organization, and thus not a WBE/LBE/MBE firm.
5. The proposed funds would be the second year of a competitive grant.
6. The San Francisco Public Library Commission at its regular August 6, 1991 meeting authorized the City Librarian to accept and expend the proposed funds.
7. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal grant.
8. The San Francisco Public Library has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Approve the proposed resolution.

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Grantor U.S. DEPT. OF EDUCATION
 Contact Person MARLON STEWARD
 Address GRANTS & CONTRACT SERVICE
P.O. BOX #3 ROOM 3653
7th St. & D Street
WASHINGTON, D.C. 20547
 Amount Requested 70702-4729
25,447
 Term: From 10/1/91 To 7/31/92
 Library Commission 8/6/91

Division LIBRARY
 Section PROJECT READ
 Contact Person ANA LINDER
 Telephone 415/557-4388
 Application Deadline 11/9/90
 Notification Expected 8/1/91
 Board of Supervisors: Finance Committee
 Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (extension of) (modification) (amendment to) grant in the amount of \$ 25,447 from the period of 10/1/91 to 7/31/92 to provide TUTOR SUPPORT services.

II. Summary: (Concise summary of project goals, objectives, and purposes)
PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT OFFERS ENGLISH
LEARNING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TUTORING BY
TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PROPOSE TO
LIVER AND IMPROVE SUPPORT AND INSTRUCTIONAL SERVICES TO 350 VOLUNTEER TUTORS.

III. Outcomes/Objectives:
INCREASE TUTORING SKILLS OF 350 TUTORS BY PROVIDING 6 CONTINUING EDUCATION SESSIONS.
INCREASE SUPPORT SERVICES TO 350 TUTORS WITH MONTHLY PHONE CALLS, A RECOGNITION EVENT,
CONSULTATIONS WITH READING SPECIALISTS AND SUPPORT GROUPS.

IV. Effects of Reduction or Termination of These Funds:
TUTOR COUNCIL WILL BE FORMED TO CONTINUE SUPPORT SERVICES. OTHER SERVICES WILL BE
INTEGRATED INTO THE PROGRAM.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Reu. Match	Approved by
Grant Amount	<u> </u>	<u> </u>	<u>\$25,447</u>	<u> </u>	<u> </u>	<u> </u>
Personnel	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Equipment	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Contract Svc.	<u> </u>	<u> </u>	<u>\$24,235</u>	<u> </u>	<u> </u>	<u> </u>
Int. & Supp.	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Facilities/Space	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Indirect Costs	<u> </u>	<u> </u>	<u>\$1,212</u>	<u> </u>	<u> </u>	<u> </u>

VI. Data Processing: (Leave blank if not applicable)

VII. Personnel:
 T CSC
 R CSC
 Contractual 20 hrs/wk

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

A
 Will grant funded employees be retained after this grant terminates? If so, How?

IX. Contractual Services: Open Bid Sole Source * (If sole source, attach Request for Example Form)

Item 1p - File 147-91-8

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to apply for, accept and expend funds including indirect costs of five percent.

Amount: Not to exceed \$20,000

Source of Funds: California State Library
Library Services and Construction Act

Grant Period: October 1, 1991 through September 30, 1992

Grant Project: Services to Spanish-Speaking Immigrant Populations

Project Description: This program supports the San Francisco Public Library in improving Public Library services to San Francisco's Spanish-speaking immigrant and refugee population through:

- purchase of materials, for Spanish-speaking immigrants, which provide assistance in the process of adaptation to the United States
- providing training for Public Library staff in successful strategies and techniques for reaching Spanish-speaking immigrant populations
- developing partnerships with San Francisco agencies serving Spanish-speaking immigrants.

The proposed grant would provide funds for the purchase of materials at the Main Library and four branch libraries: Bernal Heights, Portola, Eureka Valley or Bayview/Hunter's Point, and Excelsior. Staff from these sites have contacted local non-profit organizations serving Spanish-Speaking persons to inform them of the proposed grant. In addition, staff members plan to attend training sessions sponsored by the California State Library.

Grant Budget: At the Main Library and each of the four branches, the Library would purchase \$3,800 in educational materials, for a total of \$19,000. The remaining \$1,000 would go toward indirect costs.

Local Match: None

Indirect Costs: \$1,000 or five percent

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Comments:

1. The proposed funds represent a one-time only grant. Mr. Roberto Esteves of the San Francisco Public Library reports that a similar grant will be available for the Asian population later this year.
2. No personnel would be hired under the proposed grant.
3. Mr. Esteves reports that the training noted above would be provided in San Francisco by the California State Library and would be free of charge.
4. According to Mr. Esteves, since applications for the proposed grant would be competitive, the San Francisco Public Library does not know whether or not funding will be granted. If the Library receives less than the requested \$20,000, the funds would be allocated according to the specifications of the funder.
5. Mr. Esteves advises that the California State Library would also provide materials valued at \$1,000 to each branch library receiving funds.
6. The San Francisco Public Library Commission, at its regular August 6, 1991 meeting, authorized the City Librarian to apply for, accept and expend the proposed funds.
7. The Public Library decided which neighborhood branches would apply for the proposed grant based on which neighborhoods have the highest concentration of Spanish speaking persons. Mr. Esteves advises that the Public Library has not yet decided whether the Eureka Valley or the Bayview/Hunter's Point branch would apply. The Mission branch located at 24th Street and Valencia is ineligible for this grant because it is already operating with a Partnership for Change grant under the same funding source, Mr. Esteves notes.
8. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal/State grant.
9. The San Francisco Public Library has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

App No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor California State Library
 Contact Person Gail McGovern
 Address 1001 6th St, #300
Sacramento, CA 95814
 Amount Requested \$ 20,000
 Term: From Oct 1, '91 To Sept 30 '92

LIBRARY
 Division _____
 Section Main/Bernal/Excelsior/Portola/W. Addt
 Contact Person Roberto Esteves
 Telephone (415) 557-4202
 Application Deadline 9/27/91
 Notification Expected 11/01/91

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 20,000 from the period of Oct 1, 1991 to Sept 30, 1992 to provide Spanish-language library materials services.

II. Summary: (Concise summary of need, objectives, and previous work)

We are applying for five material grants from the State Library to serve the most densely populated areas of Spanish-speaking immigrants and refugees in the City. We are preparing applications justifying materials in Spanish in the following areas: Main Library (Tenderloin/South of Market), Bernal, Excelsior Portola Valley, and either Eureka Valley (Mission) or Bayview/Hunters' Point.

III. Outcomes/Objectives:

To have materials that will assist the Spanish-speaking citizens of San Francisco and the various service agencies that provide services to this clientele.

IV. Effects of Reduction or Termination of These Funds:

Fewer video/audio/book materials will be available to serve the Spanish-speaking populations of San Francisco's neighborhoods.

V. Financial Information:

	Col. A Two Years Ago	Col. B Prev Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			20,000			
Personnel			-0-			
Equipment			-0-			
Contract Svc.			-0-			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other						
Indirect Costs			1,000 (included)			

VI. Direct Processing

(none included above)

VII. Personnel

	F/T CSC	P/T CSC	Contractual
F/T CSC			-0-
P/T CSC			-0-
Contractual			-0-

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None: activities will be part of regular librarian staff duties
 (providing services to the clientele)

Will grant funded employees be retained after this grant terminates? If so, How?

not applicable

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Proposals Form)

Not applicable

Item 1q - File 153-91-7

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to accept and expend second year grant funds and waiving \$5,714 of indirect costs.

Amount: \$120,000

Source of Grant: Federal Department of Health and Human Services, Maternal and Child Health Bureau (MCHB).

Term: October 1, 1991 through September 30, 1992 (second year of three year grant)

Local Match: In-kind contributions currently provided by DSS in its 1991-92 budget totalling approximately \$168,000.

Indirect Costs: DSS has allocated 5 percent for indirect costs.

Project: Case management system for "Baby Moms" Program

Description: Since 1987, DSS has been operating the "Baby Moms" Program which provides specialized foster care services to infants classified as medically fragile or who have tested positive to the Human Immunodeficiency Virus (HIV). According to DSS, the "Baby Moms" Program is considered to be the first of its kind in providing specialized foster care to medically fragile infants.

The proposed grant funding would be for the second year of a three-year grant program which was previously approved by the Board of Supervisors (File 153-90-6). Accomplishments of the first year include the development of a comprehensive program database and a case management system for the "Baby Moms" Program. In the second year, there will be detailed standardized assessments of all "Baby Moms" infants and a matched comparison group.

MCHB has notified DSS that it has allocated \$120,000 for the second year of the grant program. These grant funds would be spent as follows:

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	<u>Amount</u>
Contractual Services:	
Project Director (0.6 FTE)*	\$43,290
Project Coordinator (1.0 FTE)*	37,639
Developmental Psychologist (0.15 FTE)	5,544
Univ. of California, Pediatrician (0.15 FTE)*	11,813
Program Analyst (0.22 FTE)	<u>11,000</u>
Total Contractual Services	\$109,286
 Travel (regional conferences and Washington D.C.)	 4,000
Training materials and supplies	1,000
City and County indirect costs (5%)	<u>5,714</u>
 Total	 \$120,000

* Includes a five percent cost-of-living increase for 1991-92.

In December, 1990, DSS applied for a total of \$436,800 for the three-year life of the grant including \$120,000 for 1990-91, \$144,000 for 1991-92 and \$172,800 for 1992-93. However, MCHB has revised their allocation for 1991-92 downward by \$24,000 from \$144,000 to \$120,000. DSS indicates that this reduction in funding will result in a decrease of services in 1991-92. Therefore, DSS requests that the five percent indirect cost requirement be waived in order to partially offset the loss of grant funding and restore some lost services. DSS would apply the \$5,714 to purchase an additional 0.15 FTE of services from the contract Developmental Psychologist for a total of 0.3 FTE. Any funding carried over from the 1990-91 grant allocation will also be applied to increase the Developmental Psychologist services, according to DSS.

Comments:

1. DSS has submitted the attached Summary of Grant Request.
2. San Francisco's City employees have accepted a freeze on their wages for 1991-92 resulting in no cost-of-living increases. The five percent cost-of-living increases for the three contractual employees total approximately \$4,416. Considering the State's reduction in second year funding that causes a decrease in services, the Board of Supervisors could "freeze" the salaries of the contractors by denying the five percent cost-of-living increases. The \$4,416 savings from such a "freeze" could be used to increase the Developmental Psychologist services that were cut because of reduced funding. Freezing these salaries is a policy matter for the Board of Supervisors.

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3. The decision to waive indirect costs for individual grants is a policy matter for the Board of Supervisors.

Recommendations: 1. The Budget Analyst makes no recommendation regarding waiving indirect costs which is a policy matter for the Board of Supervisors.

2. The Budget Analyst makes no recommendation regarding the issue of freezing the salaries of contractual employees. Should the Board of Supervisors decide to freeze the salaries of the three contractors, the proposed resolution should be amended to stipulate that the three contractors are frozen at their 1990-91 salary level and that the approximately \$4,416 savings be applied to increasing Developmental Psychologist services.

3. The Budget Analyst recommends approval of all other matters in the proposed resolution other than the policy matters addressed in Recommendations 1 and 2.

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SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Grantor Bureau of Maternal & Child Health & Re- DSS Program Family & Children Services
 Grantor Contact Person Maxine Toense /sources Develop. Program Contact Person ANTHONY NICCO 557-55
 Address 12300 Twinbrook Pkwy, Suite 100A DSS Contract Manager Charles Calabria
Rockville, Maryland 20852 Telephone 415-557-5865
 Amount (Requested/Approved) \$ 120,000.
 Term From 10/01/91 To 11/30/92 Source of Funds: Federal/State/Other Federal

Board of Supervisors: Finance Committee: Date _____

I. Action:
 Request to (accept and expend) a (continuation) grant in the amount of
\$ 120,000. for the period beginning 10/01/91 to 11/30/92
 to provide Fragile Infant services.

II. Purpose of grant: To develop a comprehensive data base and case management system,
to demonstrate the effectiveness of the program, to write manual for national dis-
tribution and replication.

III. Outcomes/Objectives: (including number of clients to be served)
1. Select the database management system and appropriate hardware. 2. Develop the
recording protocol for data collection. 3. Enhance efficient use of staff time.
4. Improve training curriculum. 5. Assess effectiveness of "Baby Moms" program's
care of infants.

IV. Effects of reduction/termination of these funds:
Will delay work by program staff to monitor and improve service delivery system,
and conduct research efforts to demonstrate effectiveness of program.

V. Expenditures:

	<u>Col. A</u> (Last Fiscal Year)	<u>Col. B</u> (Current Year if Any)	<u>Col. C</u> (Proposed)	<u>Col. D</u> (Change)	<u>Req. Match</u>
Grant Amount			<u>\$120,000.</u>		
Personnel					
Equipment					
Contracts			<u>109,286</u>		
Mat. & Supplies					
Travel			<u>4,000.</u>		
Other			<u>1,000.</u>		
Indirect Costs (City&County@5%)			<u>5,714.</u>		

VI. City Civil Service Personnel:

No. & Class				
No. & Class				

VII. Brief description of service to be purchased by contract:
This grant will fund services provided by 5 contractors. The goal is to develop
a system to capture data to improve service delivery systems and conduct research
effort to demonstrate program effectiveness.

VIII. Contractual Services: Open Bid _____ Sole Source X

Item 1r - File 153-91-8

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to apply for a new federal grant.

Amount: \$701,147

Source of Grant: Federal Department of Health and Human Services Office of Substance Abuse Prevention (OSAP)

Term: July 1, 1992, through June 30, 1995 (three years)

Local Match: Not required.

Indirect Costs: DSS has allocated five percent for indirect costs.

Project: Perinatal Substance Abuse Program

Description: Many women using alcohol and other drugs during pregnancy have multiple needs, including the need for alcohol and drug abuse treatment, health care, and a variety of psychosocial supports. They often face simultaneous stresses of poverty, addiction, and new motherhood with inadequate family and social resources. These women and their infants are among the groups most vulnerable to AIDS/HIV. Alcohol and drug using women are often difficult to locate for purposes of follow-up after delivery, thus limiting the duration of interventions that may have an impact on the woman's future and subsequent pregnancies. Many of those who are located prove reluctant to receive services. Even after successful identification and recruitment, program attrition rates are usually high. It is important that new and continuing efforts be made to minimize fetal exposure effects.

In April, 1988, San Francisco's Director of Public Health declared that cocaine addiction among pregnant women had reached a state of emergency. Over the last several years, one in eight children born at San Francisco General Hospital has tested positive for prenatal exposure to toxic substances. Six out of ten children referred to the City's Department of Social Services Child Protection Services program because they are at risk of abuse or neglect have parents who are addicted to drugs. The California Department of Alcohol and Drug Programs has estimated that in 1988, 59,000 births in California involved prenatal drug exposure and 72,000 involved alcohol exposure.

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The proposed Perinatal Substance Abuse Program will link clients of DSS and local public health centers with intensive case management services to help them gain access to drug treatment, prenatal care and support services. The program will be targeted at pregnant and postpartum substance abusing women and their children.

Grant funds will pay for two case managers at community based agencies in San Francisco. Support services, including child care and transportation, will also be provided through the grant. In addition, grant funding will pay for a DSS Social Worker to participate in the Department of Public Health's Children and Mothers Parenting Program (CHAMPP), which serves women in the target group of the proposal.

DSS has been notified that the grantor is accepting applications for five-year grants. Therefore, DSS proposes to amend the proposed resolution from a three-year grant totalling \$701,147 to authorize application for a five-year grant totalling \$1,287,386, as follows:

	<u>First Year*</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>	<u>Fifth Year</u>	<u>Five-Year Total</u>
<u>Personnel</u>						
DSS/CHAMP Social Worker	\$33,079	\$44,831	\$47,072	\$49,426	\$51,897	\$226,305
Staff Trainer	3,908	1,471	1,575	1,654	1,736	10,344
Fringe Benefits	<u>13,329</u>	<u>12,266</u>	<u>12,878</u>	<u>13,522</u>	<u>14,198</u>	<u>66,193</u>
Total Personnel	\$50,316	\$58,568	\$61,525	\$64,602	\$67,831	\$302,842
<u>Contractual Services</u>						
Community Based Case Manager (two)	\$66,666	\$84,000	\$88,200	\$92,610	\$97,240	\$428,716
Transportation of Clients	30,034	40,045	42,047	44,150	46,357	202,633
Post Treatment Services	3,750	5,000	5,250	5,513	5,788	25,301
Child Care	17,550	24,570	25,798	27,088	28,442	123,448
Program Evaluation	<u>25,000</u>	<u>26,250</u>	<u>27,563</u>	<u>28,941</u>	<u>30,388</u>	<u>138,142</u>
Total Contractual Services	\$143,000	\$179,865	\$188,858	\$198,302	\$208,215	\$918,240
<u>Supplies</u>	1,000	1,000	1,000	1,000	1,000	5,000
<u>Indirect Charges</u>	<u>9,716</u>	<u>11,972</u>	<u>12,569</u>	<u>13,195</u>	<u>13,852</u>	<u>61,304</u>
Grant Total	\$204,032	\$251,405	\$263,952	\$277,099	\$290,898	\$1,287,386

* The first year's budget is not based on a twelve month operating period. An annual cost-of-living increase of 5% is added in subsequent years based on a twelve month operating period for the first year.

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Comments:

1. DSS indicates that although the Department of Public Health (DPH) has several grant-funded programs that serve drug abusing mothers and infants, DSS has designed the proposed new grant program with input from DPH in order to complement existing programs.

2. DSS has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is included in the file.

Recommendation:

Amend the proposed resolution to authorize DSS to apply for a five-year grant totalling \$1,287,386 for the period from July 1, 1992, through June 30, 1997, and approve the proposed resolution as amended.

Item 1s - File 146-91-10.2

Department: Department of Public Health (DPH)
Family Health Bureau

Item: Release of reserve for computer equipment

Amount: \$10,000

Source of Funds: State Department of Health Services, Maternal Child Health Branch Grant

Description: In February 1991, the Board of Supervisors approved legislation (File 146-91-10) authorizing the DPH to accept and expend a grant of \$214,284 to fund a project aimed at improving the health of Black infants. Subsequently, the State Department of Health Services awarded, and the Board of Supervisors accepted (File 146-91-10.1), an augmentation grant of \$175,000 on a one-time only basis as a result of redirection of unspent Maternal Child Health (MCH) contractual funds for FY 1990-91 (\$100,000 for the Black Infant Health (BIH) Project and \$75,000 for the Fetal-Infant Death (FID) Review Project).

The \$175,000 augmentation included \$10,000 for the purchase of computer equipment that was reserved by the Finance Committee pending Electronic Information Processing Steering Committee (EIPSC) approval. DPH reports that the State has disallowed the purchase of computer equipment with the one-time augmentation grant funds and instead wants the \$10,000 applied to personnel costs. The State wants a corresponding \$10,000 switch in the \$495,743 Comprehensive Perinatal Services Program block grant (File 146-91-32.1) also from MCH, between personnel costs and computer equipment costs to enable DPH to purchase the requested computer equipment that has since been approved by EIPSC. This other Comprehensive Perinatal Services Program block grant has previously been approved by the Board of Supervisors. DPH explains that the switch in funding between the MCH block grant and the augmentation grant is a technical adjustment in funding sources and will have no affect on the level of services provided. The Controller's Office indicates that further reapprovals of the original resolutions authorizing expenditure of the augmentation and the block grants in order to authorize the shifting of expenditure budgets are not necessary for the Controller to process payments of grant funds as long as the Controller receives written documentation of the grantor's request and as long as there is no change in the sum total of the two grants.

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The original personnel budget estimate of \$89,589 for 1.19 FTE and the revised personnel budget estimate for 1.32 FTE to utilize the additional \$10,000 not allowed for computer equipment are as follows:

	<u>Original Budget Estimate</u>	<u>Revised Budget Estimate</u>
Clerk/Program Assistant (BIH)	\$26,804	\$28,201
Clerk/Program Assistant (FID)	13,402	17,423
Social Worker (FID)	22,916	22,916
Clerk Typist (FID)	3,793	7,578
Public Health Aide (BIH)	5,000	5,000
Fringe Benefits	<u>17,674</u>	<u>18,471</u>
Total	\$89,589	\$99,589

Comments:

1. The DPH requests release of the \$10,000 reserved for computer equipment in order to apply it to personnel costs as follows:

Original Personnel Budget Estimate	\$89,589
Redirection of Computer Equipment Budget Estimate (Release of Reserve)	<u>10,000</u>
Total - Revised Personnel Budget Estimate	\$99,589

2. DPH has not yet received a letter from the grantor confirming the grantor's verbal instructions regarding switching the funding source of the computer purchase. DPH will continue efforts to obtain such a letter.

3. Because EIPSC has approved the proposed computer purchase, the requirement to release the reserve on the \$10,000 has been met. As to switching the funding source for the computer purchase, the Controller states that as long as the sum total of the two grants does not change and the Controller receives written documentation from the grantor directing such a switch, the Controller will honor the grantor's request without further approval by the Board of Supervisors. Therefore the proposed release of reserve should be effected.

Recommendation: Release the reserve on the \$10,000.

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Item 1t - File 100-91-1.1

Department Department of Electricity

Item: Requesting a release of reserved funds for the Department of Electricity, in the amount of \$12,218.18, for the purchase of data/word processing equipment.

Comment: This request for the release of \$12,218.18 in reserve funds was submitted erroneously by the Department of Electricity. The \$12,218.18 is not on reserve.

Recommendation: File the proposed request for release of reserved funds.

Item 1u - File 101-90-127.1

Department: Department of Public Works (DPW)

Item: Release of reserve

Amount: \$423,228

Source of Funds: 1990 Earthquake Safety Bonds - Phase 2

Description: In June, 1990, San Francisco voters authorized the sale of \$332.4 million in bonds to fund capital improvements to restore earthquake damaged buildings. In January, 1991, Phase 1 consisting of the first \$23 million of these bonds were sold and subsequently appropriated.

In June, 1991, bonds for Phase 2 of 1990 Earthquake Safety Bonds totalling \$26.5 million were sold and appropriated including \$423,228 for Hall of Justice repairs that was reserved by the Finance Committee pending selection of a contractor and determination of the contractor's MBE/WBE status.

Comment: DPW issued bid packages to 12 minority constructions firms and advertised for bidders in Marin County and San Francisco trade journals. DPW received three bids ranging from a low of \$437,578 to a high of \$925,347. The low bid of \$437,578 from Henry L. Chapot and Associates, a LBE. Henry L. Chapot and Associates is neither a MBE nor a WBE. Both of the other two bidders are MBEs. The budget for the Hall of Justice construction is as follows:

Construction contract	\$437,578
Construction inspections	17,500
Construction administration	17,500
Contingencies	<u>44,000</u>
Total Construction Budget	\$516,578

Less Federal Emergency Management Administration (FEMA) funding previously received	<u>93,350</u>
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Proposed release of reserve	\$423,228
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Recommendation: Release reserved funds in the amount of \$423,228 as requested.

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Item 1v - File 101-90-10.7

Department: Department of Public Works (DPW)
Fine Arts Museum - Palace of the Legion of Honor

Item: Release of reserve

Amount: \$78,362

Source of Funds: 1989 Earthquake Safety Bond funds.

Description: In November of 1989, San Francisco voters authorized the sale of \$59.7 million of General Obligation bonds to fund capital improvements to improve earthquake safety in City buildings. In March of 1990, the Board of Supervisors approved a Supplemental Appropriation request, financed by an advance from the General Fund, in the amount of \$1,572,834 to initiate design and engineering work on various City buildings. The City subsequently sold \$20,500,000 of the \$59.7 million in General Obligation bonds. From the proceeds of this bond sale, the General Fund was reimbursed the costs including the accrued interest for the pre-bond supplemental appropriation.

In October 1990, the Board of Supervisors approved a second supplemental appropriation ordinance to allocate the remaining \$18,927,166 (\$20,500,000 less \$1,572,834) of the bond proceeds for design and construction to rehabilitate the various buildings and facilities specified in the bond sale. Of the \$18,927,166 appropriated a total of \$6,756,266 was reserved pending the selection of contracts and determination of contract hours, rates and MBE/WBE/LBE status, which included a reserve of \$4,970,717 for the Fine Arts Museum, as follows:

Architectural design and engineering studies	\$779,717
Disruptions and relocations (office space rental and moving and storing art work)	1,823,000
Construction	<u>2,368,000</u>
Total	\$4,970,717

The Finance Committee has previously released a total of \$2,554,211 of these reserved funds leaving a balance of \$2,416,506 on reserve.

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The proposed release of reserve would provide \$16,000 for the Department of Public Health (DPH) to perform a walk-through asbestos survey of the Palace of the Legion of Honor and bulk testing of asbestos (bulk testing involves large areas whereas core testing and air discharge testing involves specific locations within a building). Bulk testing is appropriate because only asbestos that would conflict with seismic upgrade renovations is slated for removal at this time.

The proposed release of reserve would also provide \$62,362 to reimburse Cohrssen Environmental for the performance of core sampling requested by DPH. Cohrssen Environmental (a WBE and LBE) was selected to prepare asbestos abatement specifications, perform asbestos abatement project management and perform core sampling work for a total estimated cost of \$137,362. The Finance Committee previously released \$75,000 for the Cohrssen Environmental contract to prepare asbestos abatement specifications and to perform asbestos abatement project management but continued to reserve \$62,362 of the \$137,362 contract pending a determination of the extent of core sampling that would be required. DPH has verified the need for the full amount of core sampling included in the \$137,362 Cohrssen Environmental contract. The proposed release of \$62,362 would be applied as follows:

Asbestos Abatement Specifications and Asbestos Abatement Project Management (Subject of previous, \$75,000 release of reserve)	\$73,852
Core Sampling Work (Subject of proposed release of reserve):	
Industrial Hygiene Technician to set up sampling apparatus each morning, collect samples throughout the day and dismantle the apparatus each evening (30 days @ 9 hours/day @ \$50 per hour)	\$13,500
Phase Contrast Testing (1,080 samples @ \$12 per sample)	12,960
Transmission Electron Testing (180 samples @ \$150 per sample and 24 samples @ \$350 per sample)	35,400
Filters (1100 @ \$1.50 per filter)	<u>1,650</u>

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Memo to Finance Committee
September 18, 1991

Subtotal - Core Sampling Work	<u>63,510</u>
Total - Cohrssen Contract	\$137,362
Less previously released funding	<u>75,000</u>
Proposed release of reserved funds	\$62,362

Recommendation: Release \$78,362 in reserved funds as requested.

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Item 1w - File 101-90-11.2

Departments: Department of Public Works (DPW)
Laguna Honda Hospital

Item: Release of Reserved Funds

Amount: \$104,608

Source of Funds: 1990 Earthquake Safety Bond Fund

Description: The Board of Supervisors previously approved an appropriation request of \$19,325,716 for the Earthquake Safety Program Phase 2 (File 101-90-28), and placed \$5,478,294 of the \$19,325,716 on reserve for architectural, engineering and construction services at various facilities. Of the \$5,478,294 placed on reserve, \$204,080 was allocated to Laguna Honda Hospital. This amount was placed on reserve pending selection of contractors, information on the contract amounts and MBE/WBE status.

The DPW is now requesting that \$104,608 of the \$204,080, placed on reserve for the earthquake repairs to Laguna Honda Hospital, be released. The earthquake repairs would include plaster repair work, painting, grout work, exterior patching, window replacement and patching of interior finishes. The \$104,608 would be used to fund the outside construction contract and the administration and inspection services performed by the Bureau of Architecture (BOA) for this project.

The DPW reports that it issued an Invitation for Bids on June 13, 1991 for the Laguna Honda Hospital project. On July 3, 1991, the Department received eight qualified bids. Of the eight companies which submitted bids, Angotti and Reilly, Inc./T.E. Joo Construction, a joint venture, was selected as the lowest qualified bidder based on a bid amount of \$93,400. Angotti and Reilly is a LBE firm and T.E. Joo Construction is a certified MBE firm. T.E. Joo would receive \$5,604 or six percent of the contract award. The other seven qualified bids, were as follows:

Pacific International Construction Co.	\$98,813
KMF Associates	102,978.95
Henry L. Chapot & Assocs.	119,925
Karl Kardel Company, Inc.	142,544
Agbayani Construction, Inc.	194,211
Cuevas-Mannion Construction	196,690
M. Gaehwiler Construction, Inc.	303,976

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Memo to Finance Committee
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The estimated budget for the construction contract and administration and inspection services is as follows:

Construction Contract	\$93,400
BOA - Administration and Inspection Services	<u>11,208</u>
Total	\$104,608

Recommendation: Release the reserve funds in the amount of \$104,608.

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Item 2 - File 101-91-11

Department: Department of Public Works (DPW)

Item: Supplemental Appropriation Ordinance for capital improvement project (various locations, traffic signal modification) and certifying funds from capital improvement project (various locations, traffic signal modification) to cover overage above ten percent of contracted amount pursuant to provisions of Charter Section 7.203.

Amount: \$19,573

Source of Funds: 1987 Street Improvement Bond

Description: The DPW reports that the proposed supplemental appropriation in the amount of \$19,573, would be used to fund contract modifications, which exceed ten percent of the original contract, for the Potrero Avenue and Army Street, Traffic Signal Modification Project. Charter Section 7.203 requires authorization of the Board of Supervisors if a contract is changed by more than ten percent of the original contract amount.

The Potrero Avenue and Army Street, Traffic Signal Modification Project consists of an upgrading of existing traffic signals, at 14 intersections, along Potrero Avenue and Army Street. The upgrading of the signals is necessary to meet current standards and regulations. During excavations it was determined that additional work and stronger traffic signal poles would be necessary. As such, it is estimated that the total cost of installation would exceed the original allocation for contractual services plus the ten percent contingency allowance.

The original and revised budgets for the Potrero Avenue and Army Street, Traffic Signal Modification Project are as follows:

<u>Original Project Budget</u>	
Contractual Services	\$242,968
Contingency (Ten Percent)	<u>24,297</u>
Total - Budgeted Funding	\$267,265

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<u>Revised Project Cost Estimate</u>		
Original Contractual Services	\$242,968	
Contract Modifications for Additional		
Work and Stronger Poles	<u>43,870</u>	
Total - Revised Estimated Cost		286,838
Additional Funding Required		<u>\$19,573</u>

As reflected above, the revised project cost estimate includes contract modifications of \$43,870, which is 18 percent greater than the original contract amount of \$242,968.

Comment: According to Mr. Joe Ovadia of the DPW, the project construction was started at the beginning of July, 1991 and it is anticipated that the project will be completed by mid-October of 1991.

Recommendation: Approve the proposed ordinance.

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Item 3 - File 101-91-12

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Ordinance appropriating funds for a capital improvement project (evaluation of Bayside Treatment).

Amount: \$750,000

Source of Funds: General Obligation Bond Interest Accumulation

Description: In the early 1970s, in response to State and Federal laws, the City developed a long range plan to construct facilities for control of combined sewer overflows from the City's sewerage system. The Board of Supervisors approved this long-range plan on January 17, 1975.

The Bayside wastewater facilities, located along the eastern boundaries of the City, are an interdependent system of transport, storage, pumping and treatment of sewage with the goal of reducing sewage overflows. The majority of these facilities have been planned, designed and constructed. The elements around the Northern Waterfront to Central Basin are completed and functioning as well as facilities in the Yosemite Basin. Construction is ongoing in the Southeastern district, in the Sunnysdale area and in the Central Basin area (Mariposa facility) and are expected to be completed in Spring of 1992. In the Islais Creek area, the design of facilities is now underway and the Clean Water Program is ready to advertise for construction on the first of the combined sewer overflow control projects in the area. Planning is completed for the Islais Creek station to transport flow to the Southeast Plant for treatment. Attached is a map of the Bayside wastewater facilities as prepared by the Clean Water Program that reflects the locations and phase of completion for each facility.

However, no examination has been made of the ultimate level of treatment of wastewater and how and where to dispose of or reuse the wastewater. Currently, the City discharges all of its treated wastewater into the Bay. The City's 1975 long-range plan called for a crosstown tunnel to carry the treated wastewater to the ocean. The Department is now reconsidering this original plan to evaluate possible different scenarios such as reusing the reclaimed wastewater, continuing to dispose of it into the Bay, building the crosstown tunnel or a mixture of all three. According to the Clean Water Program, three issues regarding water

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treatment and disposal now face the City. These three issues include:

1. The Regional Water Quality Control Board has issued a revised Basin Plan for the Bay Area which includes new and more stringent requirements for discharge of sewage flow into the Bay and ocean.
2. The drought has caused the Clean Water program to consider reusing wastewater rather than discharging it.
3. The discharge of treated effluent to Islais Creek during the wet weather season. This discharge location does not provide the required dilution for treated effluent.

To address these three issues, the proposed supplemental appropriation would fund studies and analysis on the best options and combinations for treatment, disposal and reuse of dry and wet weather wastewater. According to Ms. Michele Pla of the Clean Water Program, the proposed studies would result in new options for treatment, reuse and disposal of the City's wastewater.

The schedule for the proposed studies is as follows:

Complete Required Technical Studies	March of 1993
Complete Environmental Review	June of 1993
Adoption by the Board of Supervisors	September of 1993

Budget:	<u>Activity</u>	<u>Amount</u>
	Project management	\$50,000
	Develop detailed study plan	10,000
	Evaluate ability to achieve water quality objectives.	20,000
	Evaluate processes, sites and costs for possible additional treatment	75,000
	Update previous routing and cost estimates for the Crosstown Tunnel	25,000
	Evaluate the operational advantages and disadvantages of crosstown export	20,000
	Evaluate treatment requirements, processes sites, and costs for reclamation of Bayside effluent	80,000

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<u>Amount</u>	<u>Activity</u>
Re-evaluate costs and operational issues for Improved Bay Outfall System	50,000
Develop costs for various treatment system alternatives at the Bayside and Westside Treatment plants	40,000
Public Participation	100,000
Prepare project report	30,000
Prepare environmental impact statement	<u>250,000</u>
Total	\$750,000

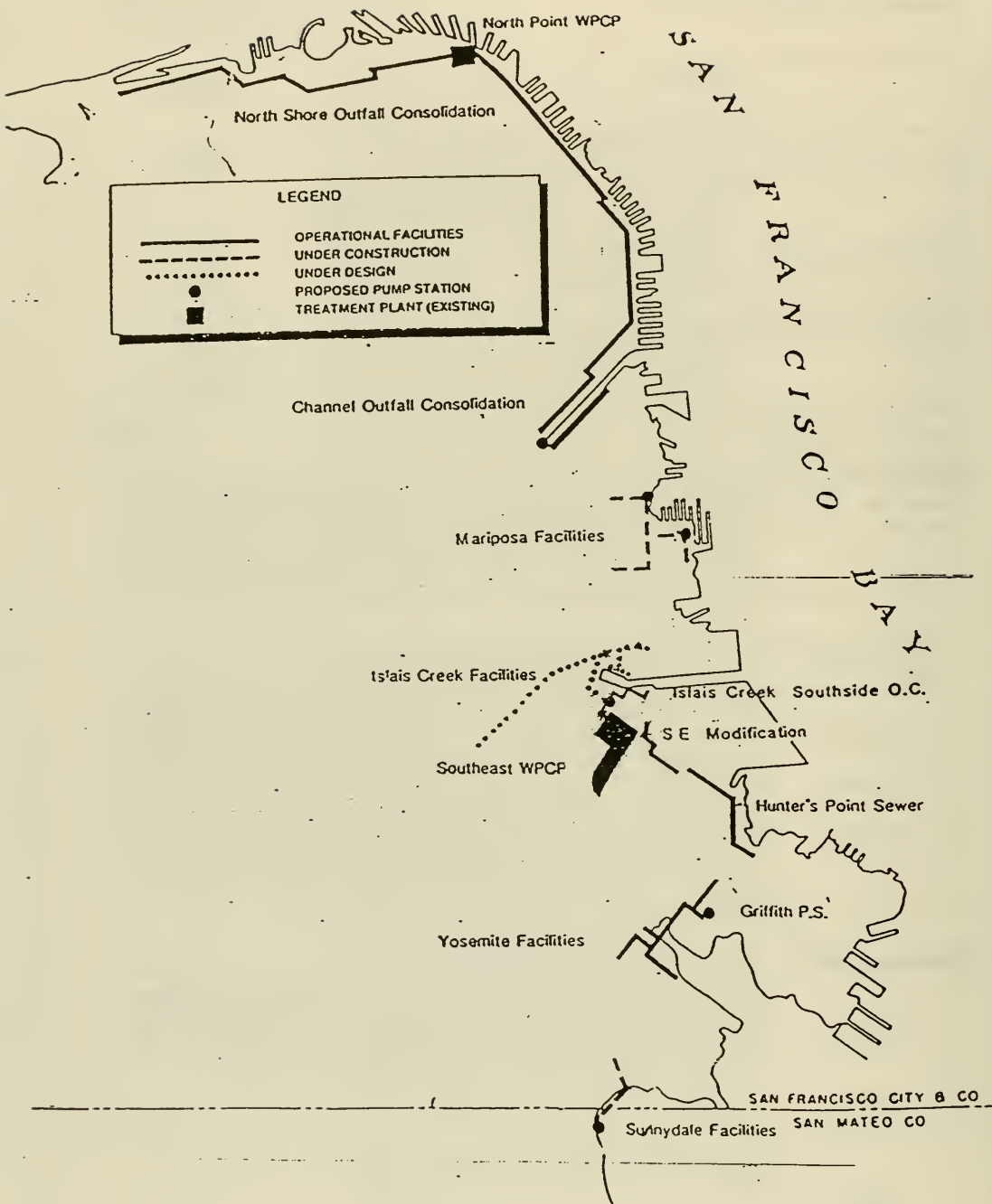
Comments:

1. According to Ms. Michele Pla of the Clean Water Program, the Department intends to request State Water Resources Control Board participation in the financing of the proposed studies through possible future construction loans. The State Water Resources Control Board will help finance the proposed studies if some form of construction results from the studies.

2. Ms. Pla reports that the Clean Water Program intends to perform, in house, all but two of the proposed activities. Public Participation, in the amount of \$100,000, would be contracted out to Business Development Incorporated (BDI), a contractor under an existing Clean Water Program Master Agreement. BDI is a City-certified MBE firm. The preparation of the Environmental Impact Statement would be contracted out in the future through a Request for Proposal process. As such, the \$250,000 budgeted for the preparation of the Environmental Impact Statement should be placed on reserve pending submission of the firm's name, its MBE/WBE status and a budget for the activity.

Recommendation: Amend the proposed ordinance to reserve the \$250,000 budgeted for the preparation of an Environmental Impact Statement pending the Department's submission of the firm's name, its MBE/WBE status and a budget for the activity. Approve the proposed ordinance as amended.

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Item 4 - File 124-91-6

Note: This item was transferred from the Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.

The proposed ordinance would amend Part II, Chapter XI of the City's Traffic Code by adding Section 49 to Article 3 providing for November and December holiday parking and traffic regulations.

Description

During the 1990 holiday shopping season - between the day after Thanksgiving through New Years Day - the Department of Parking and Traffic (DPT) organized a coordinated effort to manage transportation conditions in the Union Square area. The intent was to improve the movement of traffic and reduce traffic congestion around Union Square during the holiday season. Major elements of this program included: efforts to improve parking, traffic, and transit conditions; provision of public information; maximization of the effectiveness of the parking and traffic enforcement program; and reduction of impediments to pedestrian circulation. The proposed ordinance would codify the DPT's 1990 holiday shopping season management of transportation conditions program in Union Square.

Comments

1. Although the proposed ordinance is intended to codify the 1990 transportation management program, the proposed ordinance does not specify the exact regulations of the holiday parking and traffic management scheme. Instead, the proposed ordinance states that such regulations shall include but not be limited to the following:

1. Prohibition of parking.
2. Prohibition of stopping.
3. Tow-away enforcement for violation of parking or stopping prohibitions.
4. Prohibition of left-hand and right-hand turns.

Furthermore, the proposed ordinance designates the Metropolitan Traffic District as the geographic area and lists the entire months of November and December as the time period. However, Mr. Gerald Robbins of DPT advises that the DPT intends to develop the regulations to take effect between the day after Thanksgiving through New Year's Day and primarily around Union Square.

2. According to Mr. Robbins, the proposed ordinance was written in such a way as to allow DPT to be responsive to unforeseen holiday parking and traffic

conditions without being required to return to the Board of Supervisors to amend the proposed ordinance.

3. Although not included in the proposed ordinance, Mr. Robbins advises that the DPT plans to use signs indicating full parking lots and the locations of other less used parking lots as well as putting up signs directing parkers in advance toward underutilized garages such as the Moscone Center Garage. The DPT would also work with Macys and other large department stores to include parking and public transportation information in their holiday advertisements.

4. The DPT intends to prohibit parking in meter parking spots on parts of O'Farrell, 4th, and Stockton Streets to help increase the flow of traffic in those areas. According to Mr. Robbins, approximately 43 meters would be unavailable for use during the holiday season. These 43 meters would normally be in service for approximately nine hours a day at \$1.50 per hour for a total of \$581 daily in lost meter revenue. The proposed ordinance would be in effect for approximately 33 days, five days of which are Sundays and holidays, leaving 28 days of possible meter collections. Therefore, total lost meter revenue from the closure of meter spots would be up to \$16,268 (\$581 per day x 28 days).

5. The DPT also intends to enforce the anti-gridlock law which prohibits vehicles from entering into an intersection without being able to clear it. The fine for violating the anti-gridlock law is \$50 which, according to Mr. Robbins, could substantially increase revenues to the City. However, Mr. Robbins reports that DPT did not ticket any vehicles last year for creating a gridlock. Mr. Robbins advises that any additional staffing required to enforce the anti-gridlock law has been budgeted in the DPT's FY 1991-92 budget.

6. According to Mr. Robbins, any overtime or extra materials needed to implement the proposed ordinance have been included in the Department's FY 1991-92 budget.

7. Although difficult to quantify, the Department advises that the proposed ordinance could increase sales tax revenues to the City by facilitating access to the City's main shopping area. In addition, the Department advises that the proposed ordinance could reduce operating delays for the MUNI buses thereby reducing costs to MUNI. The operating costs for MUNI buses is \$60 per hour per bus.

8. On September 10, 1991, the Economic and Social Policy Committee recommended approval of the proposed ordinance.

Recommendation

The proposed ordinance is a policy matter for the Board of Supervisors.

Item 5 - File 51-91-2.1

Note: The proposed item was severed and continued from the Finance Committee meeting of September 11, 1991.

The proposed item transmits the claim of one City employee for reimbursement for personal property damaged and/or stolen in the line of duty. The claim, as appeared on the Controller's submitted list is as follows:

<u>Department/Claimant</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>
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MUNICIPAL RAILWAY

Thomas L. Roop	Stolen Tools	\$2,008.39	\$-0-
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Section 10.25-1 of the San Francisco Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the cost of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller only recommends reimbursement after reviewing the claim submitted to the Controller, and after reviewing the Department Head's certification to the Controller that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

Comments

1. Mr. John Madden of the Controller's Office reports that the proposed claim was not approved by the Department Head and the Controller mistakenly included this claim in transmitting the employee claims for the Finance Committee meeting on September 11, 1991. Mr. Ted Lakey of the City Attorney's Office indicates that the Board of Supervisors does not have jurisdiction on reviewing claims which the Department Head has denied. Therefore, the proposed item should technically not be before the Board of Supervisors.

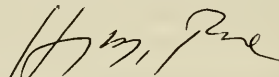
2. Mr. Mike Cook of the Machinists Union, Local 1305 stated at the September 11, 1991 Finance Committee meeting that based on a May 23, 1991 agreement with the Municipal Railway (MUNI), MUNI agreed to pay all outstanding employee claims.

3. The Finance Committee has requested that MUNI representatives attend the September 18, 1991 Finance Committee meeting to address and clarify these issues. Mr. George Newkirk of MUNI confirms that the proposed employee claim was not recommended for approval by MUNI. Mr. Newkirk advises that he will attend the September 18, 1991 Finance Committee meeting to discuss with the Committee the requested matters.

BOARD OF SUPERVISORS
BUDGET ANALYST

Recommendation

Since the City Attorney's Office indicates that the Board of Supervisors does not have technical jurisdiction to review the proposed claim because this claim was not approved by the MUNI Department Head, file the proposed item.


Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Alioto
Supervisor Achtenberg
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

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9/25/91

**CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO**

DOCUMENTS DEPT.

WEDNESDAY, SEPTEMBER 25, 1991 - 2:00 P.M. ROOM 228, CITY HALL

SEP 23 1991

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

PUBLIC LIBRARY

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a. File 25-91-27. [Contracting Out City Services] Resolution concurring with Controller's certification that uniformed security services can be practically performed for Public Utilities Commission by a private contractor for a lower cost than similar work services performed by City and County employees. (Public Utilities Commission)

(Consideration continued from 9/11/91)
 - b. File 27-91-6. [Airport Financing] Resolution authorizing Airports Commission to file application and accept grant of \$11,967,472 from Federal Aviation Administration for assistance in improvement at Airport (A.I.P. No. 12). (Airports Commission)
 - c. File 38-91-14. [Acceptance of Gift] Resolution accepting a gift to the San Francisco Public Library of a wooden circulation counter, valued at \$6,479, from Bob Malloy and Associates. (Public Library)
 - d. File 38-91-15. [Acceptance of Gift] Resolution accepting a gift to the San Francisco Public Library of one million dollars from the Library Foundation of San Francisco for interior design of the New Main Library. (Public Library)
 - e. File 38-91-17. [Gift Acceptance] Resolution authorizing the Department of Social Services to accept a gift in an amount not to exceed \$50,000 from the Federal National Mortgage Corporation (FREDDIE MAC) to provide for special needs of children in the care of the Family and Children's Division of the Department of Social Services. (Supervisor Ward)

- f. File 43-91-6. [Policy – Federal Census] Resolution supporting the Mayor's action challenging the U.S. Commerce Secretary's refusal to revise the 1990 U.S. Census population figures, despite evidence that more than 5 million people nationwide were overlooked in the original count. (Health Commission)

(Transferred from Economic and Social Policy Committee 8/27/91 – Fiscal impact)

- g. File 47-91-12. [Parking Rate Changes] Resolution approving changes in parking rates at City facilities. (Department of Parking & Traffic)
- h. File 64-91-28. [Lease of Property] Resolution authorizing lease of real property at 30 Van Ness Avenue for Department of Public Works, for offices of the Bureau of Architecture. (Real Estate Department)
- i. File 64-91-29. [Lease of Property] Resolution authorizing lease of real property at 795 8th Avenue for the Fine Arts Museum, for offices. (Real Estate Department)
- j. File 64-91-30. [Lease of Property] Resolution authorizing lease of real property at 657 Howard Street for the Fine Arts Museum, for offices and conservation treatment. (Real Estate Department)
- k. File 87-91-1. [Grant – Federal Funds] Resolution approving the 1991 Five-Year Combined Road Plan (formerly Federal AID Urban Program) in the City and County of San Francisco. (Department of Public Works)

(Transferred from Economic and Social Policy Committee 9/10/91 – Fiscal Impact)

- l. File 132-91-1.1. [Grant – State Funds] Resolution authorizing the San Francisco Arts Commission to accept and expend \$30,000 of California Arts Council funds as requested and approved in Resolution No. 186-91, File 132-91-1 to support information and referral services to artists seeking combined living and studio space; to provide arts education resources linking schools and community centers to artists and arts organizations. (Arts Commission)
- m. File 132-91-8. [Grant – Federal Funds] Resolution authorizing the San Francisco Arts Commission to apply for, accept and expend \$12,000 of National Endowment for the Arts funds for conservation work on artwork in the North Terminal of San Francisco International Airport damaged by the October 17th Loma Prieta Earthquake. (Arts Commission)
- n. File 132-91-9. [Grant – State Funds] Resolution authorizing the San Francisco Arts Commission retroactively, to apply for, accept and expend \$51,643 of California Arts Council funds to provide operational support for the Arts Commission's State-Local Partnership Program; to support artists honoraria and exhibition programs for the Arts Commission Gallery; to support arthouse, an information and referral program for artists seeking live/work space; and for live/work development consultant services; and further authorizing indirect costs to be waived. (Arts Commission)

- o. File 133-91-4. [Grant – State Funds] Resolution authorizing Chief Administrative Officer (CAO) to apply for up to \$100,000 in household hazardous waste grant funding from the California Integrated Waste Management Board (CIWMB); waiving indirect costs. (Chief Administrative Officer)
- p. File 134-91-3. [Presidio Planning Grant – Department of the Interior] Resolution authorizing the Director of Planning to apply for, accept and expend funds from the National Park Service totalling \$77,035 for a period of twelve months for Presidio Planning, including 10% for indirect costs. (Department of City Planning)
- q. File 147-91-1.1. [Grant – Federal Funds] Resolution authorizing the City Librarian to accept and expend funds not to exceed \$34,530 available from the United States Department of Education for a project Read Outreach Program. (Public Library)
- r. File 147-91-2.1. [Grant – Federal Funds] Resolution authorizing the City Librarian to accept and expend funds not to exceed \$25,477 available from the United States Department of Education for a project Read Outreach Program. (Public Library)
- s. File 147-91-8. [Grant – Federal Funds] Resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed \$20,000 available through the California State Library from the Library Services and Construction Act for improve library services to Spanish-speaking immigrant populations for Fiscal Year 1991-92. (Public Library)
- t. File 153-91-7. [Grant – Federal Funds] Resolution authorizing the Department of Social Services to accept, and expend, the second year grant funds from the Department of Health and Human Services, Maternal and Child Health Bureau in the amount of \$120,000 and waiving the indirect cost of \$5,714 which is based on 5% of the total direct charges for FY 1991-92 for development of case management services to medically fragile and HIV positive infants. (Department of Social Services)
- u. File 153-91-8. [Grant – Federal Funds] Resolution authorizing the Department of Social Services to apply for a grant in the amount of \$701,147 from the Office of Substance Abuse Prevention, Public Health Service, Federal Department of Health and Human Services. (Department of Social Services)
- v. File 146-91-10.2. [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health Services, Family Health Bureau, in the amount of \$10,000, for computer equipment. (Department of Public Health)
- w. File 100-91-1.1. [Release of Funds] Requesting release of reserved funds, Department of Electricity, in the amount \$12,218.18, for the purchase of data/word processing equipment. (Department of Electricity)

- x. File 100-91-1.2. [Release of Funds] Requesting release of reserved funds, Chief Medical Examiner-Coroner, in the amount \$36,000, for the purchase of equipment to transform two rooms into office spaces with partitions and desk counters. Chief Medical Examiner-Coroner 9/3/91 FINANCE 9/9/91

(Cont. from 9/11/91 meeting)

- y. File 101-90-127.1. [Release of Funds] Requesting release of reserved funds, Department of Public Works, 1990 Earthquake Safety Bond Fund, in the amount of \$423,228, for Hall of Justice Earthquake Safety Program Phase II. (Department of Public Works)
- z. File 101-90-10.7. [Release of Funds] Requesting release of reserved funds, Department of Public Works, 1989 Earthquake Bond Fund, in an amount totalling \$78,362, (asbestos by Department of Public Health \$16,000 and testing and analysis during abatement construction to be performed by Cohrssen Environmental \$62,362), for Fine Arts Museum Palace of Legion of Honor Earthquake Safety Program Phase I Project. (Department of Public Works)
- aa. File 101-90-11.2. [Release of Funds] Requesting release of reserved funds, Department of Public Works, 1990 Earthquake Safety Bond, in an amount totalling \$104,608, (construction contract \$93,400 and construction administration and inspection services by Bureau of Architecture \$11,208), for Laguna Honda Hospital Earthquake Safety Program Phase II Project. (Department of Public Works)
- bb. File 148-91-10.1. [Release of Funds] Requesting release of reserved funds, Department of Public Works, in the amount of \$737,000, previously reserved by Resolution 648-91 for contractual services of pavement renovation of various streets. (Department of Public Works)
- cc. File 101-91-8.1. [Release of Funds] Requesting release of reserved funds, Sheriff, in the amount of \$255,348, for temporary salaries to enable the Sheriff to hire ten temporary deputies (funds originally reserved under Ordinance No. 322-91 for contracted work furlough beds). (Sheriff's Department)

ACTION:

REGULAR CALENDAR

- 2. File 97-91-43. [Prevailing Wages/Leases] Ordinance amending Administrative Code by adding Section 6.36-A, extending prevailing wage requirements to certain construction projects on privately owned property leased by the City and County, as tenant. (Supervisor Hallinan)

(Consideration continued from 8/28/91)

ACTION:

- 3. File 101-91-14. [Government Funding] Ordinance appropriating \$214,324, Mayor's Office of Community Development, for permanent salaries and professional services (Dispute Resolution Program). (Supervisor Shelley)

ACTION:

4. File 69-91-1. [Supplemental Appropriation] Motion directing the Clerk of the Board to submit a request for a supplemental appropriation to the Mayor requesting a reappropriation of \$12,000 in salary savings from the two vacant Legislative Policy Analyst positions to the Children and Family Day Treatment Center (Supervisor Alioto)

ACTION:

5. File 64-91-27. [Lease Extension] Resolution authorizing extension of an existing lease of real property at 1155 Market Street for use by the Public Utilities Commission for office space for the Utilities Engineering Bureau and Hetch Hetchy and Power. (Real Estate Department)

(Consideration continued from 9/11/91)

ACTION:

6. File 62-91-5. [Stow Lake Lease] Ordinance approving a twenty-year lease with Stow Lake Corporation for establishing and operating a boat rental, bicycle rental and snack bar concession at Stow Lake, Golden Gate Park, San Francisco, California. (Recreation & Park Department)

ACTION:

7. File 97-91-45. [Agriculture – Pesticide Regulations] Ordinance amending Administrative Code by amending Section 1.13-3 thereof, changing the title of the organization responsible for contracting with the City and County of San Francisco for pesticide regulation. (Department of Agriculture and Weights and Measures)

ACTION:

8. File 97-91-46. [Agriculture – Inspection Fees] Ordinance amending Administrative Code by amending Section 1.10 thereof, changing the fees charged for inspection of agricultural products. (Department of Agriculture and Weights and Measures)

ACTION:

9. File 27-91-7. [Airport Lease Modification] Ordinance approving Modification No. I of Lease Agreement No. 82-0315 between China Airlines and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

10. File 124-91-6. [Holiday Traffic Regulation] Ordinance amending Traffic Code by adding Section 49 to Article 3, providing for November and December Holiday Parking and Traffic Regulations. (Department of Parking and Traffic)

(Transferred from Economic and Social Policy Committee 9/10/91 – Fiscal Impact)

ACTION:

11. File 30-91-19. [Mental Health Facility] Resolution adopting Final environmental Impact Report finding that construction of Mental Health Skilled Nursing Facility at San Francisco General Hospital will have no significant impact on the environment and making Proposition M findings; also see File 101-91-10 and 102-91-5. (City Planning)

ACTION:

12. File 101-91-10. [Government Funding] Ordinance appropriating \$23,000,000 Department of Public Health-Community Mental Health Services, for various capital improvement projects, for the creation and deletion of one position; companion measure to File 102-91-5. RO #91040. (Controller)

ACTION:

13. File 102-91-5. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Department of Public Health, San Francisco General Hospital, reflecting the addition and deletion of one position Classification A942 Senior Associated Administrator, for the 1987 Mental Health Skilled Nursing Facility Bond Program; companion measure to File 101-91-10. (Civil Service Commission)

ACTION:

14. File 101-91-11. [Government Funding] Ordinance appropriating \$19,573, Department of Public Works, for capital improvement project (various location, traffic signal modification) and certifying \$19,573 from capital improvement project (various locations, traffic signal modification) to cover overage above 10% of contracted amount pursuant to provisions of Charter Section 7.203. RO #91063. (Controller)

ACTION:

15. File 101-91-12. [Government Funding] Ordinance appropriating \$750,000, Department of Public Works, for capital improvement project (evaluation of Bayside Treatment). RO #91064. (Controller)

ACTION:

16. File 101-91-13. [Government Funding] Ordinance appropriating \$234,317, Fire Department, for capital improvement project (Emergency Operation Center). RO #91069 (Controller)

ACTION:

17. File 34-91-1. [Width of Sidewalk] Ordinance amending Ordinance No. 1061 entitled, "Regulating the Width of Sidewalks" by adding Sections 1504 and 1505 changing official width of sidewalk on the west side of Noe Street between Market and 17th Streets and on both sides of Market Street from Duboce Avenue to Castro and 17th Streets, and making findings pursuant to City Planning Code Section 101.1. (Department of Public Works)

(Referred from City Services Committee 9/17/91 – Fiscal Impact)

ACTION:

18. File 51-91-2.1. [Reimbursement to Employee] Claim of Thomas Roop (\$2,008.39) for reimbursement for personal property stolen in the line of duty. (Municipal Railway)

(Consideration continued from 9/11/91)

ACTION:

19. File 200-91-2. Hearing to consider the status of the City's current and future infrastructure projects (street repairs and improvements; rehabilitation and improvement of public buildings and facilities; infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities; such as, library, police stations, jail facilities, earthquake safety improvements; Civic Center complex repairs and restorations; relevant financing issues) (Supervisor Gonzalez)

(Consideration continued from 8/28/91)

(The Chair may entertain a motion to continue this item.)

ACTION:

Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

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25/91
CITY AND COUNTY



Public Library, Documents Dept.

OF SAN FRANCISCO

ATTN: Gerry Roth

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

September 23, 1991

DOCUMENTS DEPT.

SEP 25 1991

**SAN FRANCISCO
PUBLIC LIBRARY**

TO: Finance Committee

FROM: Budget Analyst - *Recommendations*

SUBJECT: September 25, 1991 Finance Committee Meeting

Item 1a - File 25-91-27

Note: This item was continued by the Finance Committee at its meeting of September 11, 1991.

Department: Public Utilities Commission (PUC)

Item: Resolution concurring with the Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Uniformed Security Services

Description: The Controller has determined that contracting for uniformed security services at the Municipal Railway's (MUNI) yards in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries and Fringe Benefits	\$1,582,852	\$2,102,096
Uniforms	<u>17,500</u>	<u>17,500</u>
Total	\$1,600,352	\$2,119,596
<u>Contracted Service Costs</u>	<u>\$871,199</u>	<u>\$871,199</u>
<u>Estimated Savings</u>	\$729,153	\$1,248,397

Comments:

1. Mr. Carlos Jacobo of the Public Utilities Commission states that \$871,199 represents a \$47,801, or five percent decrease in contract costs over the FY 1990-91 level of \$919,000. According to Mr. Jacobo, the decrease in costs is due to a planned decrease in security guard hours to meet 1991-92 budget requirements. Mr. Jacobo reports that security guard hours will be reduced whenever possible, such as low-crime daylight hours or periods when school is in session.
2. According to Mr. Jacobo, the proposed contract would provide security guard services at San Francisco Municipal Railway yards at Potrero, Kirkland, Woods, Presidio, Geneva and Green Streets. In addition, security guards would accompany MUNI revenue collection staff.
3. Uniformed security services for the PUC at the MUNI yards were first certified as required by Charter Section 8.300-1 in 1983-84 and have continued to be provided by an outside contractor since then.
4. The proposed one-year contract, which would be retroactive and expire June 30, 1992, is with Burns International Security. Mr. John Hallahan of the PUC reports that no contract has been signed as yet.
5. Fiscal year 1991-92 is Burns Security's seventh year providing uniformed security services to the Public Utilities Commission. According to Ms. Michelle Witt of the Human Rights Commission, Burns International Security is not a minority-owned, women-owned or local-owned business enterprise.

BOARD OF SUPERVISORS
BUDGET ANALYST

6. According to Mr. Hallahan, these uniformed security services have not been bid competitively since 1986. Therefore, the PUC, in consultation with MUNI security, will be bidding these uniformed security services competitively within the next month. Mr. Hallahan states that no contract will be signed with Burns Security Services unless Burns Security Services underbids its competitors. Any contractor who is awarded the proposed contract would charge the same or less than the amount noted above.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

ATTACHMENT D

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Utilities Commission

Time Period: 1991-92

Contract Services: Uniformed Security Services

- 1) Who performed services prior to contracting out?

These services have always been performed through an outside contract.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

N/A

- 4) What percent of City employees' time is spent on services to be contracted out?

N/A

- 5) How long have the services been contracted out?


Since 1975 (16 years).

- 6) What was the first fiscal year for a Proposition J Certification?

1983-84

- 7) How will contract services meet the goals of your MBE/WBE /Action Plan?...

They will conform with the PUC's and City's MBE/WBE plans.



Michelle Witt
Assistant General Manager
Finance

Finance Bureau

Telephone: 923-2577

YA:lms/7141b

Item 1b - File 27-91-6

Department: Airports Commission

Item: Resolution authorizing the Airports Commission to file an application and accept a grant

Grantor: Airport Improvement Program (AIP)
Federal Aviation Administration (FAA)

Project: Improvement at the Airport

Amount: \$11,967,472

Description: The San Francisco International Airport is constructed on filled land overlaying geologically unstable Bay mud. As a result of heavy use, all runways and taxiways as well as supporting systems need constant repair and reconstruction. The proposed grant would reimburse the City for 75 percent of the construction costs of certain improvements to the Airport under the Airport and Airway Safety and Capacity Extension Act of 1987. The improvements under this project include the reconstruction and/or overlay of portions of the main runway and taxiways, the construction of a taxiway extension, and the construction of a new apron, as well as the replacement of centerline and edge lights as needed.

The estimated total cost of the above improvements would be \$15,956,629, of which 75 percent, or \$11,967,472 would be eligible for reimbursement by the FAA.

Project Budget:	Administration	\$50,000
	Architectural Engineering Basic Fees	1,000,000
	Project Inspection Fees	900,000
	Construction and Project Improvement	13,300,000
	Contingencies	<u>706,629</u>
	Total	\$15,956,629
	Federal Share @ 75 percent	\$11,967,472
Local Match:	None (see Comment 3).	

Comments:

1. According to Mr. Don Garibaldi of the City Attorney's Office, it was the intention of the Airports Commission and the City Attorney that the Airport be authorized to expend the proposed grant. Therefore, the proposed resolution should be amended to authorize the Airport to expend the proposed grant.

2. Mr. Ernie Eavis of the San Francisco International Airport reports that the FAA and the Airport are engaged in a dispute regarding whether or not the Q-707 should be allowed to fly in and out of the Airport. The Airport believes the Q-707 is too noisy, Mr. Eavis reports. The U.S. Court of Appeals recently decided against the Airport in the dispute, Mr. Eavis advises, and the Airports Commission is currently deciding whether to take the case to the U.S. Supreme Court. All of the outstanding AIP grants are being withheld until a final determination is made regarding the disagreement.

3. According to Mr. Eavis, the Airport must apply for the proposed grant in order to retain its eligibility for Federal funds.

4. The Airport does not match funds per se, Mr. Eavis advises but is reimbursed, subject to audit, for up to 75 percent of the total actual cost of design, inspection, and construction.

5. Mr. Eavis reports that the initial reimbursable construction costs as well as the 25 percent Airport share is paid by Airports Commission revenue bonds designated for Airport construction. Mr. Eavis further reports that the bonds are funded by landing fees.

6. The Airports Commission on July 2, 1991 approved a resolution (No. 91-9117) authorizing the Airport to file an application and accept the proposed grant.

7. According to Mr. Eavis, the Airport has not yet chosen contractors to perform the proposed construction. Of the total \$15,956,629 project budget, \$14,006,629 would be allocated to contractors (\$13,300,000 in Construction and Project Improvement, and \$706,629 in Contingencies). Administration, Architectural Engineering Basic Fees, and Project Inspection Fees would be provided in-house. Therefore, \$10,504,972, or 75 percent of \$14,006,629, should be placed on reserve pending information regarding the contractor's hours, rates and MBE/WBE/LBE status.

8. The Airports Commission has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Amend the proposed resolution to authorize the Airport to expend the proposed grant. Reserve \$10,504,972 pending information regarding the contractor's hours, rates and MBE/WBE/LBE status. Approve the proposed resolution as amended.

Item 1c - File 38-91-14

Department: San Francisco Public Library

Item: Resolution accepting a gift to the San Francisco Public Library of a wooden circulation counter, valued at \$6,479, from Bob Malloy and Associates.

Amount: \$6,479

Source of Gift: Bob Malloy and Associates

Description: Bob Malloy and Associates has offered a gift to the San Francisco Public Library of a wooden circulation counter. This counter would be used in the Main Library's Children's Room. According to Mr. Roberto Esteves of the San Francisco Public Library, the proposed wooden circulation counter, which is large and includes built in drawers and slots, would replace the standard secretarial desk currently in use in the Main Library's Children's Room.

Comments:

1. Mr. Esteves reports that Bob Malloy and Associates is a supplier of library furniture.
2. According to Mr. Esteves, the Bob Malloy and Associate's donation to the Public Library, of a wooden circulation counter, is a charitable contribution and does not place the City under any economic obligation to the company.
3. Mr. Esteves adds that the wooden circulation desk will be installed free of charge by Bob Malloy and Associates, and will not entail any increase in maintenance costs.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1d - File 38-91-15

Department: Public Library
Department of Public Works, Bureau of Architecture (BOA)

Item: Resolution accepting a gift from the Library Foundation of San Francisco for interior design of the New Main Library

Amount: \$1,000,000

Source of Funds: Private donations to the Library Foundation of San Francisco

Project: Professional Design Services for the New Main Library

Description: The Library Foundation, a nonprofit organization formed to raise additional funds for the New Main Library, has embarked on a fund-raising drive to raise \$30 million to augment the \$109 million General Obligation Bond funds, of which \$104.5 million is dedicated to the New Main Library and \$4.5 million is dedicated to renovations to existing branch libraries. San Francisco voters approved these bond funds in 1988. Article 13A Section 1(b) of the California Constitution prohibits the use of such bond monies for furniture, fixtures and equipment. The Foundation's fund-raising drive will help fund the purchase of these items, to build additions and enhancements to the New Main Library, to pay DPW for architectural and inspection expenses, and to contract with outside architects, interior designers, and engineers for design services. The proposed resolution would authorize the Library to accept \$1 million from the Library Foundation's fund-raising drive to fund specific professional design services.

The Library intends to contract with the two existing architects (Pei Cobb Freed & Partners (PCF&P) and Simon Martin-Vegue Winkelstein Moris (SMWM)) of the New Main Library to provide the proposed interior design services and to select subcontractors to provide related interior design activities.

Budget: The following table includes the interior design activity, the consultants and the amount of the proposed contract.

<u>Activity</u>	<u>Consultant</u>	<u>Amount</u>
Lighting design for task lighting and on reader tables.	Fischer & Maranz	\$9,600
Technical lighting information for lighting in carrels and on reader tables.	Arch Lighting	5,400
Mechanical and electrical engineering to provide design/documentation for up to 20% of open office work stations that may require additional empty conduit systems for special computers.	Flack & Kurtz	4,400
Develop general specifications for furniture, furnishings and equipment.	Diana Hamilton	6,010
Review materials and finishes in all furniture to advise on their potential impact on the indoor air quality.	Hal Levin	12,748
Review materials and finishes in all furniture to advise on their acceptability for use in fire-rated areas.	Rolf Jenson	4,550
Prepare performance specifications for seismic bracing of storage shelving and other movable furniture that may require bracing.	OLMM (MBE)	2,990
Advise the interior designer on the communication interface with the movable furniture systems and the City's communications equipment.	Flack & Kurtz	4,600
Interior Design	Pei Cobb Freed & Partners	200,620

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<u>Activity</u>	<u>Consultant</u>	<u>Amount</u>
Interior Design	Simon Martin-Vegue Winkelstein Moris	\$481,472
Interior Design	Kwan Henmi (MBE & WBE)	<u>247,610</u>
Subtotal		\$980,000*
Library Administration of Contract		10,000
BOA Administration of Contract		<u>10,000</u>
Total		\$1,000,000

* Contract amounts include reimbursable expense allowances.

The schedule for the proposed interior design services is as follows:

Programming	October 1, 1991
Schematic Design	December 2, 1991
Preliminary Design Phase	May 1, 1992
Contract Documents Phase	October 1, 1992
Bid Phase	April 1, 1993
Contract Administration Phase	September 1, 1993
Complete	November 30, 1995

Comments: 1. As reflected above, two of the consultants, OLMM and Kwan Henmi are MBE/WBE firms and would receive a total of \$250,600 of the proposed \$1 million professional design services. As a result, approximately 25 percent of the proposed contract would be contracted to City certified MBE/WBE firms. Simon Martin-Vegue Winkelstein, one of the two main architect firms, is a women owned firm but is not a City certified WBE firm because they are not considered economically disadvantaged. The Human Rights Commission (HRC) worked with the two architects to select the subcontractors and has approved the affirmative action contracting plan for the proposed interior design of the New Main Library.

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2. In April, 1991, the Board of Supervisors authorized the acceptance of gifts by the Library Commission for the construction of additions or enhancements to the new Main Library and to create a Special Fund for acceptance of the gifts entitled the Library Department Construction Fund (File 97-91-5). The Finance Committee amended the ordinance to require that all expenditures from the Library Department Construction Fund be subject to appropriation approval by the Board of Supervisors. The proposed resolution would authorize the Library to accept a gift for a specific purpose, not to accept a gift to be deposited into the Library Department Construction Fund for a future unknown expenditure. Section 11.1 of the City's FY 1991-92 Annual Appropriation Ordinance requires the Board of Supervisors to pass a resolution to accept a gift that has been designated for a specific purpose without requiring the gift to be subject to appropriation approval by the Board of Supervisors. Instead of using the Library Department Construction Fund created in April of 1991, the Public Library anticipates bringing similar specific funding packages to the Board of Supervisors for the remaining \$29 million that the Library intends to raise.

Recommendation: Approve the proposed resolution.

Item 1e - File 38-91-17

Department: Department of Social Services (DSS)

Item: Resolution authorizing the San Francisco Department of Social Services to accept a gift in an amount not to exceed \$50,000 from the Federal National Mortgage Corporation (FREDDIE MAC) to provide for special needs of children in the care of the Family and Children's Division of the Department of Social Services.

Amount: Amount not to exceed \$50,000

Source of Funds: Federal National Mortgage Corporation

Description: The Federal National Mortgage Corporation (FREDDIE MAC) recently decided to raise and contribute funds for services to children and has offered to contribute up to \$50,000 to the Family and Children's Services Division of DSS to support special needs of children. According to Ms. Ann O'Rielly of DSS, the Department plans to augment City funds which are budgeted for the care of abused, abandoned and neglected children. DSS would allocate the funds to pay for:

Contractual Services	\$20,000
Funds would provide for a Coordinator position to recruit foster parents for the Baby Moms Program.	
Equipment and clothing	<u>30,000</u>
Funds would pay for clothing and specialized equipment for fragile infants such as car seats, special cradles with monitors and equipment for monitoring Sudden Infant Death Syndrome symptoms. Such equipment would be provided to foster families or relatives caring for children served by DSS.	
Total Gift	\$50,000

Comments: 1. DSS reports that the actual gift amount may range between \$25,000 and \$50,000. As such, the amounts allocated to the Coordinator contract and for equipment may vary depending on the size of the gift.

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2. Ms. O'Rielly advises that DSS has not yet selected a contractor to perform the Coordinator functions. The Department plans to issue a Request for Qualifications for the Coordinator contract.

3. As specified in the resolution, any proposed expenditure must be approved by Family and Children's Services Program Managers and the General Manager of DSS. All expenditures would be subject to the review of the Controller's Office.

Recommendation: Approve the proposed resolution.

Item 1f - File 43-91-6

Note: This item was transferred from the Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.

The proposed resolution would support the Mayor's action challenging the U.S. Commerce Secretary's refusal to revise the 1990 U.S. Census population figures, despite evidence that more than 5 million people nationwide were overlooked in the original count.

The 1990 Census determined that the population of the City and County of San Francisco is 723,959. However, a subsequent survey conducted by the Census Bureau found that the original Census undercounted the population by 33,000 in San Francisco. According to the proposed resolution, the survey indicated that the undercounts were disproportionately distributed, with the inner city residents and minorities more likely to be undercounted.

The Mayor is pursuing a legal challenge of the U.S. Commerce Secretary's decision, in conjunction with other cities, based on the impact such a decision has on the residents of San Francisco. According to Ms. Martie Moore of the City Attorney's Office, the City's estimated share of the legal costs for the class action legal suit is \$25,000. This \$25,000 will be introduced as a supplemental appropriation at a future date.

Comments

1. The following is a list of funding the City receives that is in whole or in part based on data from the U.S. Census:

- **Community Development Block Grant (CDBG)--** Based on a formula that considers the low-income population, the number of housing units and the number of dilapidated housing units. The City received approximately \$16.6 million in calendar year 1991.
- **Job Training Partnership Act Funds (JTPA)--** Funding is based on the number of unemployed persons and the number of persons in poverty that are, in part, provided by the Census. Ms. Eunice Elton of the Private Industry Council reports that the 1990 Census undercount could result in the City receiving approximately \$350,000 less in JTPA funds.
- **Highway Act Funds (HAF)--** Funding for street maintenance or new road projects which is based, in part, on Census counts. HAF funds are project specific.

- **Federal Aid Urban Funds (FAU)--** Funds are distributed for resurfacing projects which are based, in part, on Census counts. The City receives approximately \$3 million annually in FAU funds.
 - **Cigarette Tax--** Collected by the State and distributed back to the counties based on population and the local sales tax rate. The City budgeted approximately \$2.2 million in Cigarette Tax monies for FY 1991-92.
 - **Gasoline Tax--** Collected by the State and distributed back to the cities based on population and to the counties based on the number of vehicle registrations. The City budgeted approximately \$18.8 million in Gas Tax revenues for FY 1991-92.
 - **Motor Vehicle License Fee--** Distributed to the counties based entirely on population. The City budgeted approximately \$63.6 million in Motor Vehicle License Fee revenue for FY 1991-92.
2. The Department of Social Services and MUNI report that they do not receive funding based on the City's population. DPH's Community Mental Health Services used to receive the Short Doyle Funds according to population, but the State recently changed its Short Doyle funding formula.
3. The Health Commission adopted the proposed resolution at its August 6, 1991 meeting.
4. On August 27, 1991, the Economic and Social Policy Committee held a hearing and recommended approval on the proposed resolution.

Recommendation

The proposed resolution is a policy matter for the Board of Supervisors.

Item 1g - File 47-91-12

1. This item is a resolution approving changes in parking rates at City facilities.

2. The Department of Parking and Traffic is proposing to increase rates at the City-owned parking facilities, to offset the increased costs incurred by the operation of the City-owned parking facilities as a result of the recent increase in the City's parking tax rate from 20 percent to 25 percent. The Department of Parking and Traffic advises that the failure to increase parking rates at the City-owned parking facilities would decrease the income of the parking facility operators and hamper their ability to fund capital improvement projects. The Department adds that parking rates in most of the City-owned parking facilities have not been increased since October of 1988.

3. The proposed resolution would approve the following parking rate changes in the City-owned parking facilities:

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>1) Civic Center (Garage) Day</u>				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.75	1.75	0	0
3 hrs	2.75	2.75	0	0
4 hrs	4.00	4.00	0	0
5 hrs	5.00	5.00	0	0
6 hrs	6.00	6.00	0	0
7 hrs+	7.00	7.75	0.75	10.7
<u>Special Event</u>	4.00	\$4.00	\$0	0%
<u>Motorcycle</u>				
<u>Day</u>	\$0.75	\$1.00	\$0.25	33.3%
<u>Monthly</u>				
Private	\$110.00	\$125.00	\$15.00	13.6%
Government	91.00	100.00	9.00	9.9

2) Ellis-O'Farrell (Garage)

<u>Day (Monday-Saturday)</u>				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.50	5.00	0.50	11.1
5 hrs	7.50	8.00	0.50	6.7
6 hrs	10.50	11.50	1.00	9.5
7 hrs+	13.50	14.75	1.25	9.3

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	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>Nights and Sundays</u>				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
<u>Monthly</u>				
Roof	\$220.00	\$250.00	\$30.00	13.6%
Inside	225.00	250.00	25.00	11.1

3) Fifth and Mission (Garage)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.00	4.00	0	0
5 hrs	5.50	5.50	0	0
6 hrs	7.00	7.00	0	0
7 hrs+	9.00	9.00	0	0
<u>Motorcycle</u>				
<u>Day</u>	\$0.25	\$1.00	\$0.75	300%
<u>Monthly</u>	\$95.00	\$130.00	\$35.00	36.8%

4) Golden Gateway (Garage)

<u>Day</u>				
1 hr	\$1.00	\$2.00	\$1.00	100%
2 hrs	2.00	4.00	2.00	100
3 hrs	3.50	6.50	3.00	85.7
4 hrs	6.50	9.00	2.50	38.5
5 hrs	9.50	12.00	2.50	26.3
6 hrs	12.50	16.00	3.50	28.0
7 hrs+	15.50	16.00	0.50	3.2
<u>Evening</u>				
None	\$4.00			
	(after 6 pm)	-	-	
<u>Monthly</u>	\$250.00	\$250.00	\$0	0%
<u>Motorcycle</u>				
<u>Day</u>	None	\$3.00	-	-
<u>Monthly</u>	None	50.00	-	-

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	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>5) Japan Center (Garage)</u>				
1 hr	\$0.65	\$0.65	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.25	2.25	0	0
4 hrs	3.00	3.50	0.50	16.7
5 hrs	4.00	4.50	0.50	12.5
6 hrs	5.00	5.50	0.50	10.0
7 hrs+	6.00	6.50	0.50	8.3
8 hrs	7.50	8.00	0.50	6.7
<u>Monthly</u>				
Reg- Main	\$93.95	\$95.00	\$1.05	1.1%
Reg- Fillmore	67.85	95.00	27.15	40.0
Kaiser-Main	67.85	N/A	N/A	N/A
Kaiser-Fillmore	57.40	N/A	N/A	N/A
Merchant	41.75	95.00	53.25	127.5
<u>Validations</u>				
AMC	\$1.35	\$1.42 (3 hrs)	\$0.07	5.2%
Merchant	1.50	1.60 (3 hrs)	0.10	6.7
<u>6) Lombard Street (Garage)</u>				
<u>Day</u>				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.50	1.50	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.00	4.25	0.25	6.3
5 hrs	5.00	5.50	0.50	10.0
<u>Evening</u>				
1 hr	\$1.00	\$1.00	\$0	0%
2 hrs	2.00	2.50	0.50	25.0
3 hrs	3.00	3.50	0.50	16.7
<u>Overnight</u>	\$3.00	\$4.00	\$1.00	33.3%

N/A - Not Applicable.

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>7) Marshall Square (Lot)</u>				
Day				
1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.50	0.25	20.0
3 hrs	2.25	2.50	0.25	11.1
4 hrs	3.25	3.75	0.50	15.4
5 hrs	4.50	5.50	1.00	22.2
6 hrs	5.50	6.50	1.00	18.2
7 hrs	6.50	6.50	0	0
<u>Special Event</u>	\$4.00	\$4.00	0	0

8) Moscone Center (Garage)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.00	4.00	0	0
5 hrs	5.50	5.50	0	0
6 hrs	7.00	7.00	0	0
7 hrs	9.00	9.00	0	0
<u>Special Event</u>	\$5.00	\$5.00	\$0	0%
<u>Early Bird</u>	7.00	7.00	0	0
<u>Monthly</u>	95.00	130.00	\$35.00	36.8%

9) Performing Arts (Garage)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.50	1.50	0	0
3 hrs	2.25	2.25	0	0
4 hrs	3.25	3.25	0	0
5 hrs	4.25	4.50	0.25	5.9
6 hrs	5.25	5.50	0.25	4.8
7 hrs	6.25	6.50	0.25	4.0
<u>Special Event</u>	\$4.00	\$4.25	0.25	6.3
<u>Early Bird</u>	3.75	4.25	0.50	13.3
<u>Monthly</u>	95.00	100.00	5.00	5.3

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	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
<u>10) Polk/McAllister (Lot)</u>				
1 hr	\$1.50	\$1.50	\$0	0%
2 hrs	2.25	2.25	0	0
3 hrs	2.75	2.75	0	0
4 hrs	3.50	4.25	0.75	21.4
5 hrs	5.00	6.50	1.50	30.0
6 hrs	8.00	9.00	1.00	12.5
<u>Special Event</u>	\$4.00	\$4.00	0	0%

11) Portsmouth Square (Garage)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	2.00	2.00	0	0
3 hrs	4.00	4.00	0	0
4 hrs	6.00	6.50	0.50	8.3
5 hrs	8.25	8.75	0.50	6.1
6 hrs	10.50	11.25	0.75	7.1
7 hrs	13.00	13.75	0.75	5.8
8 hrs	15.00	16.00	1.00	6.7
<u>Overnight</u>	\$3.00	\$3.00	\$0	0%
<u>Monthly</u>	\$225.00	\$260.00	\$35.00	15.6%

12) Seventh & Harrison (Lot)

1 hr	\$1.00	\$1.00	\$0	0%
2 hrs	2.00	2.00	0	0
3 hrs	3.00	3.50	0.50	16.7
4 hrs	4.00	4.50	0.50	12.5
5 hrs	5.00	5.50	0.50	10.0
<u>Overnight</u>	1.00	\$1.50	\$0.50	50.0%

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
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13) St. Mary's Square (Garage)

Day

0.5 hr	\$1.75	\$1.75	\$0	0%
1 hr	3.50	3.50	0	0
1.5 hrs	5.25	5.25	0	0
2 hrs	7.25	7.25	0	0
2.5 hrs	9.25	9.25	0	0
3 hrs	11.25	11.25	0	0
3.5 hrs	13.25	13.25	0	0
4 hrs	14.50	15.75	1.25	8.6

Evening

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	2.00	2.00	0	0
3 hrs	4.00	4.00	0	0
4 hrs	5.75	5.75	0	0
5 hrs	7.25	7.25	0	0
6 hrs	9.75	9.75	0	0

<u>Monthly</u>	\$235.00	\$260.00	\$25.00	10.6%
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14) Sutter/Stockton (Garage)

Day (Monday-Saturday)

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0
4 hrs	4.50	4.75	0.25	5.6
5 hrs	7.50	8.00	0.50	6.7
6 hrs	10.50	11.00	0.50	4.8
7 hrs	13.50	14.75	1.25	9.3

Nights and Sundays

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.25	1.25	0	0
3 hrs	2.50	2.50	0	0

<u>Monthly</u>	\$225.00	\$250.00	\$25.00	11.1%
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Motorcycle

<u>Day</u>	\$1.50	\$2.00	\$0.50	33.3%
<u>Monthly</u>	None	40.00	-	-

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	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Proposed Increase</u>	<u>Percent Change</u>
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15) Vallejo Street (Garage)

Day

1 hr	\$0.75	\$0.75	\$0	0%
2 hrs	1.50	1.50	0	0
3 hrs	3.50	4.00	0.50	14.3
4 hrs	5.50	6.25	0.75	13.6
5 hrs	7.50	8.50	1.00	13.3
6 hrs	9.50	10.50	1.00	10.5
7 hrs	11.25	12.50	1.25	11.1

Evening

1 hr	\$1.25	\$1.25	\$0	0%
2 hrs	2.50	2.50	0	0
3 hrs	4.25	5.00	0.75	17.7
4 hrs	6.00	7.00	1.00	16.7
5 hrs	8.00	9.00	1.00	12.5

<u>Monthly</u>	\$237.00	\$250.00	\$13.00	5.5%
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16) Union Square (Garage)

Day

0.5 hr	\$0.75	\$0.75	\$0	0%
1 hr	2.00	2.00	0	0
1.5 hrs	2.75	2.75	0	0
2 hrs	3.50	3.75	0.25	7.1
2.5 hrs	4.25	5.00	0.75	17.7
3 hrs	5.00	6.00	1.00	20.0
3.5 hrs	6.00	7.00	1.00	16.7
4 hrs	7.00	8.00	1.00	14.3
4.5 hrs	8.25	9.25	1.00	12.1
5 hrs	9.50	10.50	1.00	10.5
5.5 hrs	11.00	12.25	1.25	11.4
6 hrs	11.75	13.50	1.75	14.9
6.5 hrs	14.00	15.50	1.50	10.7

<u>Monthly</u>	\$275.00	\$290.00	\$15.00	5.5%
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Comments

1. Mr. Kevin Hagerty of the Department Parking and Traffic reports that the proposed rate increases were structured to accomplish the following: (1) to generate sufficient additional revenue to off-set the increased parking tax costs incurred by operators of the City-owned parking facilities and (2) to make the rates for parking facilities serving retail and commercial areas consistent with the City's transit-first policy which encourages short-term parking and discourages long-term parking. As noted above, with the exception of Golden Gateway Garage, the proposed rate increases primarily effect parking rates for periods of three hours or longer and/or monthly parking rates. Mr. Hagerty reports that Golden Gateway Garage's entire parking rate schedule was increased to reflect rates that are competitive with adjacent garages, as well as to adjust for the increase in the parking tax rate. Mr. Hagerty adds that for the Japan Center Garage the monthly rates for Kaiser-Main and Kaiser-Fillmore are no longer applicable because Kaiser is no longer using space at the garage.

2. Mr. Hagerty advises that the Department intends to survey all of the City's parking facilities, at a later date, to determine if the parking rates are competitive with adjacent parking facilities. Given that the information derived from such a survey could have significant impact on the City-wide parking rates, the Budget Analyst believes that such a survey should have been conducted within a timeframe that would have allowed the Department of Parking and Traffic to base the proposed parking rate increases on the establishment of competitive parking rates City-wide, as well as the increase in the parking tax rate. Mr. Hagerty advises that the Department was not inclined to propose parking rate increases in connection with the establishment of competitive parking rates, at this time, because the economy is currently in a recession and further increases in the parking rates could pose a hardship on the business community. Additionally, Mr. Hagerty advises that the Fifth and Mission Garage and the Ellis-O'Farrell Garage are undergoing expansion plans, which will result in the need to change the parking rates at these two garages in FY 1992-93. According to Mr. Hagerty, the Department would prefer to wait to make any adjustments to the City-wide parking rates to reflect competitive rates until the expansion has been completed on these two garages. Mr. Hagerty advises that the Department would be interested in establishing competitive rates for long-term parking at the City's parking facilities. However, with regard to short-term parking the Departments priority is to provide accessible and economical parking in order to encourage patronage of local business establishments. The Budget Analyst recommends that the Department establish a specific timetable to (1) conduct a survey to determine if the parking rates at the City's parking facilities are competitive and (2) develop a proposal for parking rate adjustments, if required.

3. Based on the 1990-91 parking volume for the City-owned parking facilities, the Department of Parking and Traffic projected gross revenues for the City-owned parking facilities for 1991-92, are as follows:

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	Gross Revenue Current Rate	Gross Revenue Proposed Rate	Difference
<u>1) Parking Facility-Management Contract</u>			
Moscone Center Garage	\$804,434	\$911,534	\$107,100
<u>2) Parking Facilities - Non-Profit</u>			
Civic Center Garage	\$1,223,327	\$1,280,479	\$57,152
Ellis-O'Farrell Garage	1,969,100	2,071,000	101,900
Fifth and Mission Garage	3,666,258	3,859,458	193,200
Sutter/Stockton Garage	4,694,416	4,916,834	222,418
Japan Center Garage	1,636,716	1,718,749	82,033
Portsmouth Square Garage	2,173,250	2,273,115	99,865
<u>3) Parking Facilities - Leased</u>			
Golden Gateway Garage	\$2,039,125	\$2,643,625	\$604,500
Lombard Garage	161,696	180,905	19,209
Marshall Square Lot	209,650	225,267	15,617
Performing Arts Garage	799,879	862,025	62,146
Polk/McAllister Lot	208,370	221,770	13,400
St. Mary's Square Garage	4,501,778	4,814,918	313,140
Seventh and Harrison Lot	323,000	344,250	21,250
Vallejo Street Garage	621,061	667,601	46,540
Union Square Garage	<u>3,682,169</u>	<u>4,031,536</u>	<u>349,367</u>
Total	\$28,714,229	\$31,023,066	\$2,308,837

4. Based on the proposed parking rate increases and assuming the parking volume is comparable with 1990-91, the Department of Parking and Traffic projects that an additional \$444,400 in net revenue would accrue to the City's General Fund, \$59,400 would accrue to the Department of Parking and Traffic's Off-Street Parking Fund and \$169,500 would accrue to the Recreation and Park Department's Revenue Fund for a total increase in the City's revenue of \$673,300 for 1991-92.

Recommendation

Approval of the proposed resolution to increase parking rates at City-owned parking facilities as a result of the City's parking tax rate increase from 20 to 25 percent is a policy matter for the Board of Supervisors.

The Budget Analyst further recommends that the Finance Committee prepare in and report out a resolution urging the Department of Parking and Traffic to establish a specific timetable for (1) conducting a survey to determine if the parking rates at each of the City's parking facilities are competitive and (2) developing a proposal for parking rate adjustments, if required.

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Item 1h - File 64-91-28

Department: Department of Public Works (DPW)

Item: Resolution authorizing a new lease of real property at 30 Van Ness Avenue for the Department of Public Works, Bureau of Architecture

Location: 30 Van Ness Ave. (portion of the fourth floor)

Purpose of Lease: To provide office space for the DPW Bureau of Architecture

Lessor: Herbst Foundation

No. of Sq. Ft. and Cost/Month: Approximately 22,000 sq. ft. @ \$1.25/sq. ft. = \$27,500/month

Annual Cost: \$330,000

Utilities and Janitor Services Provided by Lessor: Lessor provides janitorial services and a portion of utilities.

Source of Funds: 36 percent of rental costs - 1990 Earthquake Safety Bond
64 percent of rental costs - DPW Overhead Funds - Fees

Term of Lease: September 23, 1991 to October 31, 1994

Right of Renewal: The lease does not contain any options to renew, but the lease can be renegotiated when the lease term expires.

Comments:

1. The Bureau of Architecture is currently occupying space at a) City Hall (approximately 500 sq. ft.), b) City-owned property at 45 Hyde Street (approximately 14,780 gross sq. ft.) and c) City-owned property at the Hall of Justice (approximately 1,500 sq. ft.), at no cost. The Real Estate Department reports that in March of 1991, the Public Library requested the Bureau of Architecture to vacate the premises at 45 Hyde Street, which houses 70 of the Bureau's 81 current employees, to provide space for Library functions. The Bureau has not, as yet, vacated these premises.
2. Mr. Mark Primeau of the DPW reports that the Library's request that the Bureau of Architecture vacate the premises at 45 Hyde Street, represents one of two major reasons for the proposed relocation of the Bureau of Architecture. The second reason is because the Bureau is in need of additional office space to accommodate an additional 24 architectural and technical staff that are scheduled to be hired as early as

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December, but no later than June of this fiscal year. The additional 24 staff will increase the Bureau of Architecture staffing level to 105 staff. The additional 24 positions include 10 vacant positions and 14 new positions. Of the 24 positions, 22 would be funded from bond funds and two would be funded from DPW Overhead funds, which are appropriated in the Bureau's 1991-92 budget. Mr. Primeau advises that the additional staff are required because the Bureau's workload associated with bond funded projects has increased substantially over the past several years. In 1987, bond funded projects totalled \$54 million. Currently, bond funded projects total \$611.6 million, of which \$392.1 million is earmarked for Earthquake Safety Program Phases 1 and 2.

3. Of the total 22,000 sq. ft. of space at the 30 Van Ness Avenue site, approximately 2,457 sq. ft. would be used for conference room, computer room, coffee room and storage space. The remaining 19,543 sq. ft. would be used for office space for the Bureau's personnel. Given that 105 staff persons would occupy the office space, the amount of office space per person would be approximately 186 sq. ft.

4. The Bureau of Architecture currently has three staff located at City Hall and eight staff located at the Hall of Justice. Mr. Primeau advises that the vacated space at City Hall will be absorbed by the DPW, Claims Investigation Division and the vacated space at the Hall of Justice will be used by the Police Department for expanded space for its Narcotics and Management Control Divisions.

5. The City is currently in the process of purchasing the building at 25 Van Ness Ave. and there is currently surplus space available at this site. However, Mr. Primeau advises that, for this proposed DPW Bureau of Architecture lease, the 30 Van Ness Ave. site was selected instead of the 25 Van Ness Ave. site because the 30 Van Ness Ave. site will permit the staff to be housed on a single level, whereas the 25 Van Ness Ave. site would require that the staff be housed on two or three separate floors. According to Mr. Primeau having the staff housed on a single level is important to the overall efficiency of the Bureau's operations because, many of the Bureau's work assignments require the staff to group together in teams. Mr. Primeau adds that housing the Bureau's computer system on one level is also more efficient and cost effective.

6. Mr. Gerald Romani of the Real Estate Department reports that the way the Bureau of Architecture operates and the type of equipment it uses (i.e. large drafting tables) requires a large open space in order for the staff to work efficiently. Mr. Romani advises that there is approximately 25,000 sq. ft. available at the 25 Van Ness Ave. site, and it is divided into several areas in the building. According to Mr. Romani, the Department has had inquiries about the vacant space, from various City Departments, and the Department does not expect to have any difficulty in filling the space.

7. The Real Estate Department advises that the monthly rental rate of \$27,500, represents the fair market rental value for this property.

8. As noted above, the proposed lease has an effective date of September 23, 1991. Therefore, the proposed legislation should be amended to authorize the DPW to enter into the proposed lease retroactive to September 23, 1991.

Recommendation: Amend the proposed resolution to authorize the DPW to enter into the proposed lease retroactive to September 23, 1991, and approve the resolution as amended.

Item 1i - File 64-91-29

Department: Real Estate
Fine Arts Museum

Item: Resolution authorizing a new lease of real property for the Fine Arts Museum for offices.

Location: 795 8th Avenue

Purpose of Lease: Office space for the Fine Arts Museum

Lessor: Taldan Investment Co.

No. of Sq. Ft. and Cost per Month: 7,070 square feet at \$1.25 per square feet per month = \$8,837.50 per month.

Annual Cost: \$106,050

Utilities and Janitor Services Provided by Lessor: All utilities provided by Lessor.

Term of Lease: January 1, 1992 through December 31, 1997

Right of Renewal: The City would have the right to renew or terminate the proposed lease if funds are not appropriated in subsequent fiscal years.

Source of Funds: 1989 Earthquake Safety Bonds

Comments:

1. The Fine Arts Museum will be vacating its present office quarters within the Palace of the Legion of Honor to allow for seismic upgrading of the facility. Therefore, the proposed lease would be used to provide office space for Fine Arts personnel during the seismic upgrading project. The Fine Arts Museum's office would return to the Legion of Honor after the seismic upgrading has been complete.
2. The seismic upgrading project is scheduled to take approximately 2.5 years to complete. Under the terms of the proposed lease, the Fine Arts Museum would occupy the premises for the lease term expiring on December 31, 1997, unless funds for rental payments are not appropriated in any subsequent fiscal year. The proposed lease also provides an option which, if exercised, would provide that the remainder of the lease, be assigned to the Corporation for the Fine Arts Museum, a non-profit corporation whose sole purpose is to support the projects and activities of the Fine Arts Museum.

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Mr. Lloyd Gardner of the Real Estate Department reports that this option could be exercised at any time during the lease. However, Mr. Steve Dykes of the Fine Arts Museum reports that if this option is exercised, it is likely to occur after June 30, 1994 through December 31, 1997 when the seismic upgrading project is scheduled to be completed.

3. Mr. Dykes indicates that if the option is exercised, and the proposed lease is assigned to the Corporation of the Fine Arts Museum beginning on July 1, 1994, funding for the proposed lease would be paid through Corporation of the Fine Arts Museum funds, the source of which is private donations, museum memberships and revenues from museum shops and events. Mr. Dykes reports that the Corporation for the Fine Arts Museum would use the premises for office space.

4. Mr. Gardner reports that the proposed annual rent of \$106,050 reflects the fair market value for the property. After reviewing the proposed lease to ensure that City bond funds would be used appropriately, the Chief Administrative Officer recommends to proceed with the proposed lease funded through City bond funds.

Recommendation: Approve the proposed lease.

Item 1j - File 64-91-30

Department: Real Estate
Fine Arts Museum

Item: Resolution authorizing a new lease of real property for the Fine Arts Museum for offices and conservation treatment.

Location: 657 Howard Street

Purpose of Lease: Office space, temporary storage space for the Achenbach Prints and conservation treatment space for the Fine Arts Museum.

Lessor: Crown Point Press, Inc.

No. of Sq. Ft. and Cost per Month: Approximately 4,040 square feet at @ \$1.44 square foot per month = \$5,833 per month.

Annual Cost: \$69,996

Utilities and Janitor Services Provided by Lessor: All utilities would be provided by the Lessor, except for scavenger services which would be provided by the City.

Term of Lease: October 1, 1991 through September 30, 1994

Right of Renewal: The City would have the right to renew or terminate the proposed lease in each subsequent fiscal year if funds are not appropriated.

Source of Funds: 1989 Earthquake Safety Bonds

Comments: 1. The Fine Arts Museum will be vacating its present office quarters within the Palace of the Legion of Honor to allow for seismic upgrading of the facility. Therefore, the proposed lease would be used to provide office space for Fine Arts personnel, storage space for the Achenbach Prints, and space for conservation treatment of this collection (i.e. photographing, condition assessment and conservation treatments to artworks) during the seismic upgrading project. The Fine Arts Museum's office would return to the Legion of Honor after the seismic upgrading has been completed. The seismic upgrading project is estimated to take approximately 2.5 years. As noted above, the proposed lease is for three years. Mr. Lloyd Gardner of the Real Estate Department reports that the Fine Arts Museum needs the premises for three years in order to renovate the premises to

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set up a conservation treatment area. However, as noted above, the City would have the right to renew or terminate the lease during each subsequent fiscal year.

2. After reviewing that the Fine Arts Museum is intending to use a portion of the space under the proposed lease to perform conservation treatment for the Achenbach Prints, the Chief Administrative Officer reported that the conservation work proposed by the Museum requires more space than would normally be required for the protected storage of the Achenbach Prints. The Chief Administrative Officer advised that to ensure that City bond funds are used appropriately, the Fine Arts Museums should fund that portion of the lease costs required for the conservation work at 657 Howard Street through other sources than bond funds. The Fine Arts Museum reports that this portion of the lease costs would be funded through the Corporation for the Fine Arts Museum. The Corporation for the Fine Arts Museum is a non-profit organization whose sole purpose is to support the projects and activities of the Fine Arts Museum and whose revenue source is private donations, museum memberships, and revenues from museum shops and events.

3. The proposed lease would also provide that the Fine Arts Museum will make specialty alterations to the premises for an amount not to exceed \$35,500 in order to accommodate the conservation work which would be done on the Achenbach Prints. Mr. Dykes reports that these renovation costs would be funded through the Corporation for the Fine Arts Museum, and not through City bond funds. Included in the renovations would be the set up of a paper conservation lab and a security system to protect the Achenbach Prints while the conservation treatment is being undertaken.

4. As noted above, the City would pay for all the scavenger costs under the proposed lease. Mr. Gardner estimates that scavenger costs would be approximately \$1,200 annually.

5. The Fine Arts Museum has agreed to fund 25 percent of the three-year lease costs, including renovation costs, scavenger costs and janitorial. The Fine Arts Museum has calculated that the total lease costs would be approximately \$259,900, and 25 percent of this total cost would be approximately \$65,000, funded through the Corporation for the Fine Arts Museum. The Chief Administrative Officer has also agreed to this amount.

6. Mr. Gardner reports that the proposed annual rent of \$69,996 reflects the fair market value for the property.

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Memo to Finance Committee
September 25 , 1991

Recommendation: Approve the proposed lease.

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Item 1k -File 87-91-1

Note: This item was transferred from the Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.

1. The proposed resolution would approve the 1991 Five-Year Combined Road Plan Program for the City and County of San Francisco.

2. The San Francisco Combined Road Plan (CRP) Program was previously known as the Federal Aid Urban (FAU) Program.

3. The Federal Highway Administration requires that a five-year program of highway and transit improvements be developed in order for a community to receive FAU Funds. The five-year program is reviewed and updated annually and must be approved by the Metropolitan Transportation Commission (MTC) and the California Department of Transportation (CalTrans). The proposed program includes the five-year period from October 1, 1991, through September 30, 1996.

4. The CRP Program was developed by the San Francisco Combined Road Plan Committee (previously known as the Federal Aid Urban Committee) and has been recommended for approval by the Transportation Policy Group composed of the Director of Public Works, the General Manager of Public Utilities, and the Director of City Planning. The San Francisco Combined Road Plan Committee includes the City Engineer and a representative from the Public Utilities Commission, Department of City Planning, Port Commission and CalTrans.

5. The proposed Five-Year Program totals \$21,352,000 of which \$17,590,000 is Federal Aid Urban (FAU) System Program funds, \$2,865,000 is local match funds and \$897,000 is local design costs. Funding for the local match requirements as well as the local design costs is or will be included in the budgets of the requesting departments each program year. The local match would come from a combination of State Gas Tax revenues and 1987 Street Improvement Bond funds.

6. FAU funds are used for a variety of street and transit projects including installation of traffic signals, repaving of roadways and reconstruction of Municipal Railway facilities. These funds are allocated to projects in three categories: Streets Only, Transit Only and Special Projects. The only Special Project identified in the current plan is the construction of a new interchange for Interstate I-280 near Islais Creek.

7. Projects for which funds are expected to be committed by September 30, 1991 are also included in the first year program so that, in the event of unexpected delays in funding commitments, the projects may be completed.

8. Projects for which funds have not been committed cannot be approved unless the projects are included in the CRP program in effect at that time. Projects included in the first two years of the program can be approved for funding during the coming fiscal year.

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Comments

1. Although the FAU funds require local matches of approximately 17 percent, approval of the five-year plan does not obligate local funds since the Board of Supervisors must approve resolutions authorizing the Chief Administrative Officer and the Director of Public Works (for street projects) or the Public Utilities Commission (for transit projects) to enter into agreements with the State for specific projects on a project-by-project basis. According to Mr. Vit Troyan of DPW Engineering, legislation to appropriate the local match for projects identified in the subject 1991 Five-Year Combined Road Plan Program would be submitted in the future to the Board of Supervisors.

2. At the present time the City has obligated all existing CRP Program funds so that no carry forward funds are identified in the proposed 1991 Five-Year CRP Program. In the past, the approval of the Five-Year Combined Road Plan Program included the identification of carry forward funds.

3. Mr. Troyan also advises that the expiration of the current Federal Surface Transportation Act, which will occur after September 30, 1991, will likely change some of the required procedures for obtaining Federal Funds in the future.

4. Although some the procedures of the current Federal Surface Transportation Act could change future funding requirements, MTC and CalTrans have requested a CRP five-year program submittal for 1991 based on the assumption that funding will be available to the City at levels comparable to recent years.

5. Over \$ 50 million in FAU funds have been apportioned to the City from FY 1973-74 through FY 1990-91.

6. Attachment I provides a summary of the 1991 Five-Year Combined Road Plan (CRP) Program. Attachment II provides detail of the projects in the first year of the 1991 Five-Year CRP Program.

7. Ms. Gail Bloom of PUC Finance advises that traditionally FAU funds are split between road and transit projects on a 55 to 45 ratio as is presented for the fourth and fifth years in Attachment I. Ms. Bloom also advises that the 55 to 45 ratio has been adjusted during the first three years of the plan in favor of "streets only" projects in order to offset equally prior year adjustments in favor of "transit only" projects which are not the subject of this proposed plan.

8. On August 27, 1991, the Economic and Social Policy Committee held a hearing and recommended approval of the proposed resolution.

Recommendation

Approve the proposed resolution.

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Five-Year CRP Program
October 1, 1991 - September 30, 1996

	<u>FAU</u>	<u>Local Match</u>	<u>Local Design Cost</u>	<u>Total Project Cost</u>
<u>First Year (F.Y. 1991-92)</u>				
Streets Only	1,436,000	234,000	157,000	1,827,000
Transit Only	1,582,000	258,000	-	1,840,000
Special Projects	<u>500,000</u>	<u>81,000</u>	<u>-</u>	<u>581,000</u>
Total First Year	\$3,518,000	\$573,000	\$157,000	\$4,248,000
<u>Second Year (F.Y. 1992-93)</u>				
Streets Only	1,436,000	234,000	157,000	1,827,000
Transit Only	1,582,000	258,000	-	1,840,000
Special Projects	<u>500,000</u>	<u>81,000</u>	<u>-</u>	<u>581,000</u>
Total Second Year	\$3,518,000	\$573,000	\$157,000	\$4,248,000
<u>Third Year (F.Y. 1993-94)</u>				
Streets Only	1,436,000	234,000	157,000	1,827,000
Transit Only	1,082,000	176,000	-	1,258,000
Special Projects	<u>1,000,000</u>	<u>163,000</u>	<u>-</u>	<u>1,163,000</u>
Total Third Year	\$3,518,000	\$573,000	\$157,000	\$4,248,000
<u>Fourth Year (F.Y. 1994-95)</u>				
Streets Only	1,936,000	315,000	213,000	2,464,000
Transit Only	1,582,000	258,000	-	1,840,000
Special Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fourth Year	\$3,518,000	\$573,000	\$213,000	\$4,304,000
<u>Fifth Year (F.Y. 1995-96)</u>				
Streets Only	1,936,000	315,000	213,000	2,464,000
Transit Only	1,582,000	258,000	-	1,840,000
Special Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fifth Year	\$3,518,000	\$ 573,000	\$ 213,000	\$ 4,304,000
<u>Total Five-Year Program</u>	<u>\$17,590,000</u>	<u>\$2,865,000</u>	<u>\$897,000</u>	<u>\$21,352,000</u>

CRP PROGRAM
FY 1991-92

	FAU \$	LOCAL MATCH \$	DESIGN COST \$	PROJECT COST \$
1. Curb Ramps - Various Locations	\$72,000	\$12,000	\$8,000	\$92,000
2. Street Resurfacing- Various Locations	933,000	152,000	102,000	1,187,000
3. Street Reconstruction- Various Locations	431,000	70,000	47,000	548,000
4. MUNI Storage, Maintenance & Other Fixed Facilities- Expansion, Rehabilitation and Improvements	1,582,000	258,000	(1)	1,840,000
5. Islais Creek Interchange (2)	500,000	81,000	(3)	581,000
TOTAL	<u>\$3,518,000</u>	<u>\$573,000</u>	<u>\$157,000</u>	<u>\$4,248,000</u>

(1) Design cost to be included in FAU participation

(2) Total City share for project is \$2.4 million (DPW's share = 75%; PUC's share = 25%)

(3) State design cost not included

Item 11 - File 132-91-1.1

Department: Arts Commission

Item: Resolution authorizing the Arts Commission to accept and expend State grant funds as requested and approved in Resolution No. 186-91, File 132-91-1 to support information and referral services to artists seeking combined living and studio space; to provide arts education resources linking schools and community centers to artists, and arts organizations.

Grant Amount: \$30,000

Grant Period: July 1, 1991 through June 30, 1992

Source of Funds: California Arts Council

Description: The Board of Supervisors previously authorized the Arts Commission to apply for the proposed grant funds (File 132-91-1). The Arts Commission was officially named the "Local County Partner" to the California Arts Council by the Board of Supervisors in 1980 (File 135-80-12), making the Arts Commission the official recipient of funds from the State Arts Council's State-Local Partnership Program. Under the proposed FY 1991-92 State-Local Partnership Grant, the proposed grant funds would be used for ArtHouse, which is a continuation joint project of the Arts Commission and California Lawyers for the Arts, a non-profit corporation, helping artists locate, rent, buy or develop live/work spaces. The funds would also be used to provide funds for a part-time arts education resource person to continue to create partnerships among artists, arts organizations, schools and community centers. The proposed grant funds would also be used to provide funds for a part-time administrator responsible for refining guidelines, screening applications and setting up review panels for grant funded programs.

Required Match: \$15,000 from the National Endowment for the Arts grant funds received for FY 1991-92, and \$15,000 from the California Lawyers for the Arts. Therefore, the total grant budget would be \$60,000.

Indirect Costs: None (See Comment #1 below).

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Project Budget:

	<u>Grant Funds</u>	<u>Matching Funds</u>
<u>Contractual Services</u>		
ArtHouse Manager	\$15,000	\$15,000
Grant Administrator	7,500	7,500
Arts Educator	<u>7,500</u>	<u>7,500</u>
Total Budget	\$30,000	\$30,000

Comments:

1. The Arts Commission did not request indirect costs as part of its original grant application (File 132-91-1). Ms. Sonia Gray of the Arts Commission reports that at the time the original grant application was made, the Arts Commission was unaware that indirect costs had to be included in the grant application. Ms. Gray advises that the California Arts Council prohibits the inclusion of indirect costs at this time since indirect costs were not included in the original grant application. Therefore, the proposed grant budget does not include indirect costs as part of the grant budget, and the proposed resolution states that any indirect costs associated with the proposed grant funds would be waived.

2. As noted above, the proposed grant period began on July 1, 1991. Therefore, the proposed resolution should be amended to authorize the Arts Commission to approve the proposed grant retroactively. Ms. Gray reports that the ArtHouse project is being done in conjunction with the non-profit corporation, California Lawyers for the Arts, and that California Lawyers for the Arts has been providing funding to continue the ArtHouse project. Therefore, a portion of the proposed grant funds would be used to reimburse California Lawyers for the Arts.

3. Ms. Gray reports that the ArtHouse Manager would be a contract staff member of the non-profit corporation, California Lawyers for the Arts, and the Grant Administrator and Arts Educator positions would be contracted on a part-time basis directly with the Arts Commission.

4. The Arts Commission has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Amend to approve the proposed resolution retroactively. Approve the proposed resolution as amended.

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Item 1m - File 132-91-8

Department: Arts Commission

Item: Resolution authorizing the San Francisco Arts Commission, retroactively, to apply for, accept and expend Federal funds for conservation work on artwork in the North Terminal of the San Francisco International Airport damaged by the October 17th Loma Prieta Earthquake.

Grant Amount: \$12,000

Grant Period: December 1, 1989 through June 30, 1990

Source of Funds: National Endowment for the Arts

Description: The proposed grant funds would be used to repair five damaged artworks in the City's collection located in the North Terminal of the San Francisco International Airport. These artworks were damaged as a result of the Loma Prieta earthquake on October 17, 1989. The five works include the works of the following northern California artists: Sam Francis, Nance O'Banion, William Wiley, Robert Ramirez and Edith Hamlin.

As noted above, the conservation work began in December, 1989 and was completed in June, 1990. The conservation of the artwork was performed Mr. James Bernstein, formerly Co-Director of Conservation at the San Francisco Museum of Modern Art. Mr. Bernstein was retained as a private conservation consultant by the Arts Commission beginning in 1987 for the purpose of conducting a survey of the permanent art collection installed at the Airport. Because he was experienced and knowledgeable about the Airport Art Collection, he as chosen as the contractor to perform the conservation work. The paintings were moved, stored, and replaced by Athowe Fine Arts. Athowe Fine Arts had a specialized moving and storage contract for earthquake-damaged artwork replacement with the Arts Commission. The firm was selected to perform the moving and storage as part of their overall contract with the Arts Commission. Specifically, the amounts awarded to each contractor were as follows:

James Bernstein	\$ 5,500
Athowe Fine Arts	<u>6,500</u>
Total Budget	\$12,000

Indirect Costs: None. Payment of indirect costs is not allowed by the granting agency.

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Required Match: None.

Comments:

1. The Arts Commission reports that the Arts Commission was unaware that the Board of Supervisors had to approve grant funds which were administered by outside agents. Therefore, the proposed resolution would authorize the Arts Commission to apply for, accept, and expend the proposed grant retroactively.
2. Neither James Bernstein nor Atthowe Fine Arts is a City-certified MBE, WBE or LBE firm.
3. The Arts Commission has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Approve the proposed resolution.

Item 1n - File 132-91-9

Department: Arts Commission

Item: Resolution authorizing the Arts Commission, retroactively to apply for, accept and expend a continuation State grant to provide operational support for the Arts Commission's State-Local Partnership Program; to support artists honoraria and exhibition programs for the Arts Commission Gallery; to support ArtHouse, an information and referral program for artists seeking live/work space; and for live/work development consultant services; and further authorizing indirect costs to be waived.

Grant Amount: \$51,643

Grant Period: July 1, 1989 through June 30, 1990

Source of Funds: California Arts Council

Description: The Arts Commission was officially named the "Local County Partner" to the California Arts Council by the Board of Supervisors in 1980 (File 135-80-12), making the Arts Commission the official recipient of funds from the State Arts Council's State-Local Partnership Program. Under the FY 1989-90 grant, funds were used to support artists' honoraria for artwork exhibited at the Arts Commission Gallery. The grant funds were also used to fund ArtHouse, which is an information and referral program for artists seeking live/work space. In addition, funds were used to provide live/work development consultants who worked with neighborhood organizations, for-profit developers and with the Oakland Neighborhood Services, a non-profit housing developer to facilitate the building of affordable live/work spaces for artists.

Indirect Costs: None (See Comment #3 below).

Required Match: \$51,643. \$36,293 funded by the California Lawyers for the Arts, and the remaining \$15,350 funded through other State, Federal and private donation funds to the Arts Commission for FY 1989-90. Therefore, the total proposed grant award would be \$103,286.

Project Budget:	Grant Funds	Matching Funds
<u>Contractual Services</u>		
ArtHouse Manager	\$15,000	\$15,000
Program Assistant	11,750	9,650
 Live/Work Development		
Consultants		
Gary Knecht	6,175	6,175
Victoria Epstein	750	750
Alan Becker	250	250
Community Economics	1,032	1,032
 Graphic Designer	2,000	2,000
Installation Technician	3,500	3,500
PR Writer	250	250
 <u>Artist Honorariums</u>	4,500	4,500
<u>Rental Space</u>	0	2,100
<u>Artist Materials</u>	3,000	3,000
 Total Budget	\$48,207	\$48,207

Comments:

1. Ms. Jennifer Spangler of the Arts Commission reports that the California Arts Council reimburses the Arts Commission after services have been provided. As reflected above, the Arts Commission project budget, not including the matching funds, is \$48,207. Ms. Spangler indicates that the above-listed development consultants were not hired until FY 1990-91, and because of delays in the project due to turnover in staff, the Arts Commission was unable to spend all of the grant funds which were applied for. Therefore, although the Arts Commission is requesting authorization to apply for \$51,643, the Arts Commission is requesting authorization to accept and expend only \$48,207, which is \$3,436 less than the \$51,643 which was applied for. The proposed resolution should be amended to authorize the Arts Commission retroactively to accept and expend proposed grant funds in the amount of \$48,207 instead of \$51,643.

2. The Arts Commission reports that all of the proposed grant funds have already been spent. The Arts Commission also reports that the grant was administered by the Friends of the San Francisco Arts Commission, a non-profit corporation acting as fiscal agent for the commission in FY 1989-90. The Arts Commission indicates that it was unaware that grant funds administered by an outside fiscal agent needed to be approved by the Board of Supervisors. Therefore, the Arts Commission is requesting permission from the

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Board of Supervisors to apply for, accept and expend the proposed grant funds retroactively.

3. The Arts Commission also reports that at the time the application was made for the proposed grant funds in FY 1989-90, the Arts Commission did not include indirect costs as part of the application because they were unaware that indirect costs had to be included as part of the grant application. Ms. Sonya Gray of the Arts Commission reports that the California Arts Council prohibits the inclusion of indirect costs at this time since indirect costs were not included in the original grant application. Therefore, the Arts Commission is requesting authorization to waive the City's indirect costs in the proposed resolution.

4. Ms. Spangler reports that the \$2,100 budgeted for Rental Space was provided as a match for office space for the ArtHouse Manager and Program Assistant at 1095 Market Street.

5. Ms. Spangler indicates that the contractual services which were provided by the ArtHouse Manager, Program Assistant would be part of the ArtHouse project, which is an informational and referral program for artists seeking live/work space. Contractual services which were performed by these two positions included an all-day workshop on developing live/work space, technical assistance to artists interested in co-op live/work space, and a published listing of available live/work space. The contractual services provided by the Graphic Designer, Installation Technician and PR Writer were for exhibitions held at the Arts Commission Gallery.

6. The Arts Commission has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Amend the proposed grant to authorize the Arts Commission to accept and expend a grant in the amount of \$48,207 instead of \$51,643. Approve the proposed resolution as amended.

Item 10 - File 133-91-4

Department: Chief Administrative Officer (CAO),
Solid Waste Management Program

Item: Resolution authorizing the CAO to apply for a grant and
waiving indirect costs.

Amount: Up to \$100,000

Source of Funds: California Integrated Waste Management Board

Program: Household Hazardous Waste Collection Program

Description: The Household Hazardous Waste Collection Program, a
facility located at the dump off Bayshore Highway, is a joint
effort between the CAO's Office and the Sanitary Fill
Company that allows residents to properly dispose of their
household hazardous waste (paint, motor oil, and pesticides.)
The facility has been in operation for three and a half years.
Grant funds are awarded by the State to those counties that
have implemented household hazardous waste collection
programs. The proposed grant funds would reimburse the
CAO's Office for public outreach and education expenses
incurred as part of the City's Household Hazardous Waste
Collection Program in fiscal year 1990-91.

Indirect Costs: None

Comments:

1. The State awards the proposed grant funds on a formula
based on the total amount of solid waste landfilled in the
county. Therefore, the CAO's Office was unable to determine
the exact amount or the budget of the proposed grant in
advance. The CAO's Office will submit a budget for the
proposed grant funds when they return to the Board of
Supervisors requesting authorization to accept and expend
the proposed grant.
2. Ms. Maria Trapalis-Baird of the Solid Waste Management
Program reports that indirect costs were not budgeted in the
proposed grant because the grantor does not permit indirect
costs. The proposed resolution therefore requests
authorization for the CAO to waive indirect costs on the
proposed grant.
3. The application for the proposed grant is due on September
27, 1991.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
September 25, 1991

4. The CAO's Solid Waste Management Program has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is included in the file.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1p - File 134-91-3

Department: Department of City Planning

Item: Resolution to apply for, accept and expend a continuing grant, including ten percent for indirect costs.

Amount of Grant: \$77,035

Source of Grant: U.S. Department of the Interior, National Park Service

Grant Period: October 1, 1991 through September 30, 1992

Project: Presidio of San Francisco Planning Activity

Project Description: The proposed grant would continue to fund a project to administer the Memorandum of Understanding (MOU) between the Mayor and the General Superintendent, Golden Gate National Recreation Area (GGNRA), concerning planning activities for the jurisdictional transfer of the Presidio of San Francisco (Presidio) from the Department of Defense to the Department of the Interior, National Park Service.

The National Park Service is currently in the process of assuming management responsibility for the Presidio and is amending the GGNRA's General Management Plan covering the Presidio area.

According to the Department of City Planning, the Presidio represents a significant percentage of the City's land area and is extremely important to the City in its cultural, social, and economic aspects. It is desirable that the City's planning scope include all lands within the City's limits and that the plans and policies of the City and the National Park Service be coordinated.

The Memorandum of Understanding between the City and the GGNRA specifies that the Department of City Planning assign a staff member to participate as part of the multi-disciplinary team on Presidio planning matters. The planner assigned would be responsible for day-to-day coordination between the City and the National Park Service and for leadership of a task group representing City departments. The MOU specifies that the National Park Service, subject to Congressional appropriations, provide funding for such a staff member for the duration of the planning process.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Budget: The funds would be allocated as follows:

Permanent Salaries - Planner IV (1.0 FTE)	\$56,142
Mandatory Fringe Benefits	<u>13,890</u>
Total	\$70,032
City Overhead at 10 percent	<u>7,003</u>
Total Grant Budget	\$77,035

Required Match: None

Comments:

1. The MOU specifies that the agreement shall remain in effect for the duration of the planning process, which is expected to last a maximum of three years. The City began receiving these grant funds in August of 1990. This request represents continued funding for the one staff person for the period October 1, 1991, through September 30, 1992.

2. The Department has prepared a Disability Access Checklist for this grant application. A copy of the Disability Access Checklist is in the file.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1q - File 147-91-1.1

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to accept and expend funds not to exceed \$34,530.

Amount: Not to exceed \$34,530

Source of Funds: United States Department of Education

Grant Period: October 1, 1991 through September 30, 1992

Grant Project: Project Read Student Support

Project Description: Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults who lack basic reading and writing skills free confidential tutoring by trained volunteers.

According to Ms. Ana Linder of the San Francisco Public Library, many adult learners who come to Project Read for help feel that they alone have problems reading and writing. The proposed funds would enhance learner involvement in the program and provide more opportunities for adult learners to meet and learn from one another. Proposed designs include an Adult Learner Council, Writing Workshops, Quarterly Workshops and an Adult Learner Event.

Grant Budget: The Library would expend the \$34,530 as follows:

Contract Services (Friends of the San Francisco Library):

Personnel

Support Services Coordinator Salary	\$21,216	
Fringe Benefits @ 14%	<u>2,970</u>	
Personnel Total		\$24,186

Supplies

300 fabric-bound notebooks and pens	1,500	
Printing	1,000	
Postage	<u>500</u>	
Supplies Total		3,000

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Other</u>	
Writing Instructor's Fee (\$250 x 3 sessions x 6 weeks)	4,500
Guest Speaker Fee (\$50 x 3 sessions x 6 weeks)	900
Instructional Workshops (\$150 x 2)	<u>300</u>
Other Total	<u>5,700</u>
CONTRACT SERVICES TOTAL	\$32,886
<u>Indirect Costs @ five percent</u>	<u>1,644</u>
TOTAL	\$34,530

Local Match: None

Indirect Costs: \$1,644, or five percent of the total contract services.

- Comments:
1. The Board of Supervisors authorized the Library to apply for the proposed grant in March of 1991 (File 147-91-1).
 2. Ms. Linder reports that although the proposed resolution states that the grant amount is not to exceed \$34,530, the funder has granted the Library \$34,530 exactly.
 3. According to Ms. Linder, contract services would be sole source to the Friends of the San Francisco Public Library. Ms. Linder reports that the Friends of the Library started Project Read in 1983, and thus is very knowledgeable about the program and the San Francisco Library's services. In addition, Friends of the Library, which exists to support the San Francisco Public Library, would provide support services free of charge.
 4. Friends of the Library is a non-profit organization, and thus not a WBE/LBE/MBE firm.
 5. The proposed grant would be the second year of a competitive grant.
 6. Ms. Linder reports that if grant funding were reduced or terminated, the proposed contract services would be reduced or terminated accordingly.
 7. The San Francisco Public Library Commission at its regular August 6, 1991 meeting authorized the City Librarian to accept and expend the proposed funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

8. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal grant.

9. The San Francisco Public Library has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Approve the proposed resolution.

Grantor U.S. DEPT. OF EDUCATIONDivision LIBRARYContact Person MARION STEWARDSection PROJECT READAddress GRANTS & CONTRACT SERVICEContact Person ANA LINDERP.O. BOX #3 ROOM 3653Telephone 415/557-43887th St. & D StreetApplication Deadline 11/9/90WASHINGTON, D.C. 20502-4729Notification Expected 8/1/91Amount Requested 34,530Term: From 10/1/91 To 7/31/92Library Commission 8/6/91 Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (a) grant in the amount of \$ 34,530 from the period of 10/1/91 to 7/31/92 to provide STUDENT SUPPORT services.

II. Summary: (Concise summary of need, objectives, results, and previous work)

PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT OFFERS ENGLISH SPEAKING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TUTORING BY TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PROPOSE TO CREATE STRUCTURE AND OPPORTUNITY FOR 250 ADULT LEARNERS TO INCREASE THEIR EDUCATION AND CONTRIBUTION TO THE PROGRAM AND TO EACH OTHER.

III. Outcomes/Objectives:

INCREASE SUPPORT SERVICES TO 250 LEARNERS TO INCLUDE: MONTHLY PHONE CALLS AND STUDENT RECOGNITION EVENT. INCREASE LITERACY SKILL OF 250 LEARNERS BY PROVIDING WRITING WORKSHOPS AND CONSULTATIONS WITH READING SPECIALISTS.

IV. Effects of Reduction or Termination of These Funds:

THESE PLANS CALL FOR THE DEVELOPMENT OF A LEARNER COUNCIL WHO WILL BE ABLE TO CARRY OUT SUPPORT ACTIVITIES. INSTRUCTIONAL ACTIVITIES WILL BE REDUCED BY ONE HALF.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Rev. Match</u>	<u>Approved by</u>
Grant Amount			\$34,530			
Personnel						
Equipment						
*Contract Svc.			\$32,886			
Mnt. & Supp.						
Facilities/Space						
Other						
Indirect Costs			\$1,644			

VI. Data Processing

(Leave blank)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual			32 hrs wklly	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

NO

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exception Form)

Item 1r- File 147-91-2.1

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to accept and expend funds including indirect costs of five percent.

Amount: Not to exceed \$25,477

Source of Funds: United States Department of Education

Grant Period: October 1, 1991 through September 30, 1992

Grant Project: Project Read Tutor Support Services

Project Description: Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults who lack basic reading and writing skills free confidential tutoring by trained volunteers.

According to Ms. Ana Linder of the San Francisco Public Library, the majority of tutors express feelings of isolation and instruction difficulties when tutoring. To address these issues, the Public Library proposed to provide tutors with the following: continuing education workshops, social events, monthly phone calls, a quarterly newsletter, support groups, a tutor recognition event, and consultation with a reading specialist.

Grant Budget: The Library would expend the \$25,477 as follows:

Contract Services (Friends of the San Francisco Library):

Personnel

Volunteer Manager Salary	\$14,000	
Fringe Benefits @ 14%	<u>1,960</u>	
Personnel Total		\$15,960

Supplies

Tutor Recognition Plaques (300 @ \$5/ea)	1,500	
Printing	2,500	
Postage	<u>1,500</u>	
Supplies Total		5,500

Other

Continuing Education Sessions (\$150 x 6 sessions)	900	
Learning Assessment & Consultation (25 pairs x \$75 session)	<u>1,875</u>	
Other Total		<u>2,775</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

CONTRACT SERVICES TOTAL	\$24,235
<u>Indirect Costs @ five percent</u>	<u>1,212</u>
TOTAL PROJECT BUDGET	\$25,447

Local Match: None

Indirect Costs: \$1,212 or five percent of total contract services.

- Comments:**
1. The Board of Supervisors authorized the Library to apply for the proposed grant in March of 1991 (File 147-91-2).
 2. The proposed resolution would give the Department permission to accept and expend grant funds not to exceed \$25,477. As reflected in the grant budget, the total grant amount would be \$25,447.
 3. According to Ms. Linder, contract services would be sole source to the Friends of the San Francisco Public Library. Ms. Linder reports that the Friends of the Library started Project Read in 1983, and thus is very knowledgeable about the program and the San Francisco Library's services. In addition, Friends of the Library, which exists to support the San Francisco Public Library, would provide support services free of charge.
 4. Friends of the Library is a non-profit organization, and thus not a WBE/LBE/MBE firm.
 5. The proposed funds would be the second year of a competitive grant.
 6. The San Francisco Public Library Commission at its regular August 6, 1991 meeting authorized the City Librarian to accept and expend the proposed funds.
 7. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal grant.
 8. The San Francisco Public Library has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor U.S. DEPT. OF EDUCATION
 Contact Person MARION STEWARD
 Address GRANTS & CONTRACT SERVICE
P.O. BOX #3 ROOM 3653
7th St., & D Street
WASHINGTON, D.C. 20702-4729
 Amount Requested 25,447
 Term: From 10/1/91 To 7/31/92
 Library Commission 8/6/91

Division LIBRARY
 Section PROJECT READ
 Contact Person ANA LINDER
 Telephone 415/557-4388
 Application Deadline 11/9/90
 Notification Expected 8/1/91
 Board of Supervisors Finance Committee _____
 Full Board _____

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (modification) (supplemental) grant in the amount of \$ 25,447 from the period of 10/1/91 to 7/31/92 to provide TUTOR SUPPORT services.

I. Summary: (Concise summary of project goals, objectives, and purposes)
PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT OFFERS ENGLISH
TEACHING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TUTORING BY
TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PROPOSE TO
LIVER AND IMPROVE SUPPORT AND INSTRUCTIONAL SERVICES TO 350 VOLUNTEER TUTORS.

II. Outcomes/Objectives:
INCREASE TUTORING SKILLS OF 350 TUTORS BY PROVIDING 6 CONTINUING EDUCATION SESSIONS.
INCREASE SUPPORT SERVICES TO 350 TUTORS WITH MONTHLY PHONE CALLS, A RECOGNITION EVENT,
CONSULTATIONS WITH READING SPECIALISTS AND SUPPORT GROUPS.

V. Effects of Reduction or Termination of These Funds:
TUTOR COUNCIL WILL BE FORMED TO CONTINUE SUPPORT SERVICES. OTHER SERVICES WILL BE
INTEGRATED INTO THE PROGRAM.

VI. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rev. Match	Approved by
Grant Amount	_____	_____	<u>\$25,447</u>	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
Contract Svc.	_____	_____	<u>\$24,235</u>	_____	_____	_____
Mnt. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	<u>\$1,212</u>	_____	_____	_____

VII. Data Processing

(Leave blank) _____

VIII. Personnel

T CSC	_____	_____	_____	_____
F CSC	_____	_____	_____	_____
Contractual	_____	_____	<u>20 hrs/wk</u>	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: _____

Will grant funded employees be retained after this grant terminates? If so, How? _____

IX. Contractual Services: Open Bid _____ Sole Source _____ * (If Sole Source, Attach Report for Emergency Funds)

Item 1s - File 147-91-8

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to apply for, accept and expend funds including indirect costs of five percent.

Amount: Not to exceed \$20,000

Source of Funds: California State Library
Library Services and Construction Act

Grant Period: October 1, 1991 through September 30, 1992

Grant Project: Services to Spanish-Speaking Immigrant Populations

Project Description: This program supports the San Francisco Public Library in improving Public Library services to San Francisco's Spanish-speaking immigrant and refugee population through:

- purchase of materials, for Spanish-speaking immigrants, which provide assistance in the process of adaptation to the United States
- providing training for Public Library staff in successful strategies and techniques for reaching Spanish-speaking immigrant populations
- developing partnerships with San Francisco agencies serving Spanish-speaking immigrants.

The proposed grant would provide funds for the purchase of materials at the Main Library and four branch libraries: Bernal Heights, Portola, Eureka Valley or Bayview/Hunter's Point, and Excelsior. Staff from these sites have contacted local non-profit organizations serving Spanish-Speaking persons to inform them of the proposed grant. In addition, staff members plan to attend training sessions sponsored by the California State Library.

Grant Budget: At the Main Library and each of the four branches, the Library would purchase \$3,800 in educational materials, for a total of \$19,000. The remaining \$1,000 would go toward indirect costs.

Local Match: None

Indirect Costs: \$1,000 or five percent

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. The proposed funds represent a one-time only grant. Mr. Roberto Esteves of the San Francisco Public Library reports that a similar grant will be available for the Asian population later this year.
2. No personnel would be hired under the proposed grant.
3. Mr. Esteves reports that the training noted above would be provided in San Francisco by the California State Library and would be free of charge.
4. According to Mr. Esteves, since applications for the proposed grant would be competitive, the San Francisco Public Library does not know whether or not funding will be granted. If the Library receives less than the requested \$20,000, the funds would be allocated according to the specifications of the funder.
5. Mr. Esteves advises that the California State Library would also provide materials valued at \$1,000 to each branch library receiving funds.
6. The San Francisco Public Library Commission, at its regular August 6, 1991 meeting, authorized the City Librarian to apply for, accept and expend the proposed funds.
7. The Public Library decided which neighborhood branches would apply for the proposed grant based on which neighborhoods have the highest concentration of Spanish speaking persons. Mr. Esteves advises that the Public Library has not yet decided whether the Eureka Valley or the Bayview/Hunter's Point branch would apply. The Mission branch located at 24th Street and Valencia is ineligible for this grant because it is already operating with a Partnership for Change grant under the same funding source, Mr. Esteves notes.
8. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal/State grant.
9. The San Francisco Public Library has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is in the file.

Recommendation:

Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

App No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor California State Library
 Contact Person Gail McGovern
 Address 1001 6th St, #300
Sacramento, CA 95814
 Amount Requested \$ 20,000
 Term: From Oct 1, '91 To Sept 30 '92

Division LIBRARY
 Section Main/Bernal/Excelsior/Portola/W.Addtn
 Contact Person Roberto Esteves
 Telephone (415) 557-4202
 Application Deadline 9/27/91
 Notification Expected 11/01/91

Board of Supervisors Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 20,000 from the period of Oct 1, 1991 to Sept 30, 1992 to provide Spanish-language library materials services.

II. Summary: (Concise summary of the project, including a brief description of the project and its objectives)

We are applying for five material grants from the State Library to serve the most densely populated areas of Spanish-speaking immigrants and refugees in the City. We are preparing applications justifying materials in Spanish in the following areas: Main Library (Tenderloin/South of Market), Bernal, Excelsior, Portola Valley, and either Eureka Valley (Mission) or Bayview/Hunters' Point.

III. Outcomes/Objectives:

To have materials that will assist the Spanish-speaking citizens of San Francisco and the various service agencies that provide services to this clientele.

IV. Effects of Reduction or Termination of These Funds:

Fewer video/audio/book materials will be available to serve the Spanish-speaking populations of San Francisco's neighborhoods.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			20,000			
Personnel			-0-			
Equipment			-0-			
*Contract Svc.			-0-			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other						
Indirect Costs			1,000 (included)			

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC			-0-		
P/T CSC			-0-		
Contractual			-0-		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None: activities will be part of regular librarian staff duties
 (providing services to the clientele)

Will grant funded employees be retained after this grant terminates? If so, How?
 not applicable

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If selected, attach Request for Exception Form)

Not applicable

Item 1t - File 153-91-7

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to accept and expend second year grant funds and waiving \$5,714 of indirect costs.

Amount: \$120,000

Source of Grant: Federal Department of Health and Human Services, Maternal and Child Health Bureau (MCHB).

Term: October 1, 1991 through September 30, 1992 (second year of three year grant)

Local Match: In-kind contributions currently provided by DSS in its 1991-92 budget totalling approximately \$168,000.

Indirect Costs: DSS has allocated 5 percent for indirect costs.

Project: Case management system for "Baby Moms" Program

Description: Since 1987, DSS has been operating the "Baby Moms" Program which provides specialized foster care services to infants classified as medically fragile or who have tested positive to the Human Immunodeficiency Virus (HIV). According to DSS, the "Baby Moms" Program is considered to be the first of its kind in providing specialized foster care to medically fragile infants.

The proposed grant funding would be for the second year of a three-year grant program which was previously approved by the Board of Supervisors (File 153-90-6). Accomplishments of the first year include the development of a comprehensive program database and a case management system for the "Baby Moms" Program. In the second year, there will be detailed standardized assessments of all "Baby Moms" infants and a matched comparison group.

MCHB has notified DSS that it has allocated \$120,000 for the second year of the grant program. These grant funds would be spent as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

	<u>Amount</u>
Contractual Services:	
Project Director (0.6 FTE)*	\$43,290
Project Coordinator (1.0 FTE)*	37,639
Developmental Psychologist (0.15 FTE)	5,544
Univ. of California, Pediatrician (0.15 FTE)*	11,813
Program Analyst (0.22 FTE)	<u>11,000</u>
Total Contractual Services	\$109,286
Travel (regional conferences and Washington D.C.)	4,000
Training materials and supplies	1,000
City and County indirect costs (5%)	<u>5,714</u>
Total	\$120,000

* Includes a five percent cost-of-living increase for 1991-92.

In December, 1990, DSS applied for a total of \$436,800 for the three-year life of the grant including \$120,000 for 1990-91, \$144,000 for 1991-92 and \$172,800 for 1992-93. However, MCHB has revised their allocation for 1991-92 downward by \$24,000 from \$144,000 to \$120,000. DSS indicates that this reduction in funding will result in a decrease of services in 1991-92. Therefore, DSS requests that the five percent indirect cost requirement be waived in order to partially offset the loss of grant funding and restore some lost services. DSS would apply the \$5,714 to purchase an additional 0.15 FTE of services from the contract Developmental Psychologist for a total of 0.3 FTE. Any funding carried over from the 1990-91 grant allocation will also be applied to increase the Developmental Psychologist services, according to DSS.

Comments:

1. DSS has submitted the attached Summary of Grant Request.
2. San Francisco's City employees have accepted a freeze on their wages for 1991-92 resulting in no cost-of-living increases. The five percent cost-of-living increases for the three contractual employees total approximately \$4,416. Considering the State's reduction in second year funding that causes a decrease in services, the Board of Supervisors could "freeze" the salaries of the contractors by denying the five percent cost-of-living increases. The \$4,416 savings from such a "freeze" could be used to increase the Developmental Psychologist services that were cut because of reduced funding. Freezing these salaries is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The decision to waive indirect costs for individual grants is a policy matter for the Board of Supervisors.

Recommendations: 1. The Budget Analyst makes no recommendation regarding waiving indirect costs which is a policy matter for the Board of Supervisors.

2. The Budget Analyst makes no recommendation regarding the issue of freezing the salaries of contractual employees. Should the Board of Supervisors decide to freeze the salaries of the three contractors, the proposed resolution should be amended to stipulate that the three contractors are frozen at their 1990-91 salary level and that the approximately \$4,416 savings be applied to increasing Developmental Psychologist services.

3. The Budget Analyst recommends approval of all other matters in the proposed resolution other than the policy matters addressed in Recommendations 1 and 2.

SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Grantor Bureau of Maternal & Child Health & Re- DSS Program Family & Children Services
 Grantor Contact Person Maxine Toense /sources Develop. Program Contact Person ANTHONY NICO 557-554
 Address 12300 Twinbrook Pkwy, Suite 100A DSS Contract Manager Charles Calabria
Rockville, Maryland 20852 Telephone 415-557-5865
 Amount (Requested/Approved) \$ 120,000.
 Term From 10/01/91 To 11/30/92 Source of Funds: Federal/State/Other Federal

Board of Supervisors: Finance Committee: Date _____

I. Action:
 Request to _____ (accept and expend) a _____ (continuation) grant in the amount of
\$120,000. for the period beginning 10/01/91 to 11/30/92
 to provide Fragile Infant services.

II. Purpose of grant: To develop a comprehensive data base and case management system, to demonstrate the effectiveness of the program, to write manual for national distribution and replication.

III. Outcomes/objectives: (including number of clients to be served)
1. Select the database management system and appropriate hardware. 2. Develop the recording protocol for data collection. 3. Enhance efficient use of staff time.
4. Improve training curriculum. 5. Assess effectiveness of "Baby Moms" program's care of infants.

IV. Effects of reduction/termination of these funds:
Will delay work by program staff to monitor and improve service delivery system, and conduct research efforts to demonstrate effectiveness of program.

V. Expenditures:

	Col. A (Last Fiscal Year)	Col. B (Current Year if Any)	Col. C (Proposed)	Col. D (Change)	Req. Match
Grant Amount			<u>\$120,000.</u>		
Personnel					
Equipment					
Contracts			<u>109,286</u>		
Mat. & Supplies					
Travel			<u>4,000.</u>		
Other			<u>1,000.</u>		
Indirect Costs (City&County@5%)			<u>5,714.</u>		

VI. City Civil Service Personnel:

No. & Class				
No. & Class				

VII. Brief description of service to be purchased by contract:

This grant will fund services provided by 5 contractors. The goal is to develop a system to capture data to improve service delivery systems and conduct research effort to demonstrate program effectiveness.

VIII. Contractual Services: Open Bid _____ Sole Source X

Item 1u - File 153-91-8

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to apply for a new federal grant.

Amount: \$701,147

Source of Grant: Federal Department of Health and Human Services Office of Substance Abuse Prevention (OSAP)

Term: July 1, 1992, through June 30, 1995 (three years)

Local Match: Not required.

Indirect Costs: DSS has allocated five percent for indirect costs.

Project: Perinatal Substance Abuse Program

Description: Many women using alcohol and other drugs during pregnancy have multiple needs, including the need for alcohol and drug abuse treatment, health care, and a variety of psychosocial supports. They often face simultaneous stresses of poverty, addiction, and new motherhood with inadequate family and social resources. These women and their infants are among the groups most vulnerable to AIDS/HIV. Alcohol and drug using women are often difficult to locate for purposes of follow-up after delivery, thus limiting the duration of interventions that may have an impact on the woman's future and subsequent pregnancies. Many of those who are located prove reluctant to receive services. Even after successful identification and recruitment, program attrition rates are usually high. It is important that new and continuing efforts be made to minimize fetal exposure effects.

In April, 1988, San Francisco's Director of Public Health declared that cocaine addiction among pregnant women had reached a state of emergency. Over the last several years, one in eight children born at San Francisco General Hospital has tested positive for prenatal exposure to toxic substances. Six out of ten children referred to the City's Department of Social Services Child Protection Services program because they are at risk of abuse or neglect have parents who are addicted to drugs. The California Department of Alcohol and Drug Programs has estimated that in 1988, 59,000 births in California involved prenatal drug exposure and 72,000 involved alcohol exposure.

BOARD OF SUPERVISORS
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The proposed Perinatal Substance Abuse Program will link clients of DSS and local public health centers with intensive case management services to help them gain access to drug treatment, prenatal care and support services. The program will be targeted at pregnant and postpartum substance abusing women and their children.

Grant funds will pay for two case managers at community based agencies in San Francisco. Support services, including child care and transportation, will also be provided through the grant. In addition, grant funding will pay for a DSS Social Worker to participate in the Department of Public Health's Children and Mothers Parenting Program (CHAMPP), which serves women in the target group of the proposal.

DSS has been notified that the grantor is accepting applications for five-year grants. Therefore, DSS proposes to amend the proposed resolution from a three-year grant totalling \$701,147 to authorize application for a five-year grant totalling \$1,287,386, as follows:

	<u>First Year*</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>	<u>Fifth Year</u>	<u>Five-Year Total</u>
<u>Personnel</u>						
DSS/CHAMP Social Worker	\$33,079	\$44,831	\$47,072	\$49,426	\$51,897	\$226,305
Staff Trainer	3,908	1,471	1,575	1,654	1,736	10,344
Fringe Benefits	<u>13,329</u>	<u>12,266</u>	<u>12,878</u>	<u>13,522</u>	<u>14,198</u>	<u>66,193</u>
Total Personnel	\$50,316	\$58,568	\$61,525	\$64,602	\$67,831	\$302,842
<u>Contractual Services</u>						
Community Based Case Manager (two)	\$66,666	\$84,000	\$88,200	\$92,610	\$97,240	\$428,716
Transportation of Clients	30,034	40,045	42,047	44,150	46,357	202,633
Post Treatment Services	3,750	5,000	5,250	5,513	5,788	25,301
Child Care	17,550	24,570	25,798	27,088	28,442	123,448
Program Evaluation	<u>25,000</u>	<u>26,250</u>	<u>27,563</u>	<u>28,941</u>	<u>30,388</u>	<u>138,142</u>
Total Contractual Services	\$143,000	\$179,865	\$188,858	\$198,302	\$208,215	\$918,240
<u>Supplies</u>	1,000	1,000	1,000	1,000	1,000	5,000
<u>Indirect Charges</u>	<u>9,716</u>	<u>11,972</u>	<u>12,569</u>	<u>13,195</u>	<u>13,852</u>	<u>61,304</u>
Grant Total	\$204,032	\$251,405	\$263,952	\$277,099	\$290,898	\$1,287,386

* The first year's budget is not based on a twelve month operating period. An annual cost-of-living increase of 5% is added in subsequent years based on a twelve month operating period for the first year.

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Comments:

1. DSS indicates that although the Department of Public Health (DPH) has several grant-funded programs that serve drug abusing mothers and infants, DSS has designed the proposed new grant program with input from DPH in order to complement existing programs.
2. DSS has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is included in the file.

Recommendation:

Amend the proposed resolution to authorize DSS to apply for a five-year grant totalling \$1,287,386 for the period from July 1, 1992, through June 30, 1997, and approve the proposed resolution as amended.

Item 1v - File 146-91-10.2

Department: Department of Public Health (DPH)
Family Health Bureau

Item: Release of reserve for computer equipment

Amount: \$10,000

Source of Funds: State Department of Health Services, Maternal Child Health Branch Grant

Description: In February 1991, the Board of Supervisors approved legislation (File 146-91-10) authorizing the DPH to accept and expend a grant of \$214,284 to fund a project aimed at improving the health of Black infants. Subsequently, the State Department of Health Services awarded, and the Board of Supervisors accepted (File 146-91-10.1), an augmentation grant of \$175,000 on a one-time only basis as a result of redirection of unspent Maternal Child Health (MCH) contractual funds for FY 1990-91 (\$100,000 for the Black Infant Health (BIH) Project and \$75,000 for the Fetal-Infant Death (FID) Review Project).

The \$175,000 augmentation included \$10,000 for the purchase of computer equipment that was reserved by the Finance Committee pending Electronic Information Processing Steering Committee (EIPSC) approval. DPH reports that the State has disallowed the purchase of computer equipment with the one-time augmentation grant funds and instead wants the \$10,000 applied to personnel costs. The State wants a corresponding \$10,000 switch in the \$495,743 Comprehensive Perinatal Services Program block grant (File 146-91-32.1) also from MCH, between personnel costs and computer equipment costs to enable DPH to purchase the requested computer equipment that has since been approved by EIPSC. This other Comprehensive Perinatal Services Program block grant has previously been approved by the Board of Supervisors. DPH explains that the switch in funding between the MCH block grant and the augmentation grant is a technical adjustment in funding sources and will have no effect on the level of services provided. The Controller's Office indicates that further reapprovals of the original resolutions authorizing expenditure of the augmentation and the block grants in order to authorize the shifting of expenditure budgets are not necessary for the Controller to process payments of grant funds as long as the Controller receives written documentation of the grantor's request and as long as there is no change in the sum total of the two grants.

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The original personnel budget estimate of \$89,589 for 1.19 FTE and the revised personnel budget estimate for 1.32 FTE to utilize the additional \$10,000 not allowed for computer equipment are as follows:

	Original Budget <u>Estimate</u>	Revised Budget <u>Estimate</u>
Clerk/Program Assistant (BIH)	\$26,804	\$28,201
Clerk/Program Assistant (FID)	13,402	17,423
Social Worker (FID)	22,916	22,916
Clerk Typist (FID)	3,793	7,578
Public Health Aide (BIH)	5,000	5,000
Fringe Benefits	<u>17,674</u>	<u>18,471</u>
Total	\$89,589	\$99,589

Comments:

1. The DPH requests release of the \$10,000 reserved for computer equipment in order to apply it to personnel costs as follows:

Original Personnel Budget Estimate	\$89,589
Redirection of Computer Equipment Budget Estimate (Release of Reserve)	<u>10,000</u>
Total - Revised Personnel Budget Estimate	\$99,589

2. DPH has not yet received a letter from the grantor confirming the grantor's verbal instructions regarding switching the funding source of the computer purchase. DPH will continue efforts to obtain such a letter.

3. Because EIPSC has approved the proposed computer purchase, the requirement to release the reserve on the \$10,000 has been met. As to switching the funding source for the computer purchase, the Controller states that as long as the sum total of the two grants does not change and the Controller receives written documentation from the grantor directing such a switch, the Controller will honor the grantor's request without further approval by the Board of Supervisors. Therefore the proposed release of reserve should be effected.

Recommendation: Release the reserve on the \$10,000.

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Item 1w - File 100-91-1.1

Department Department of Electricity

Item: Requesting a release of reserved funds for the Department of Electricity, in the amount of \$12,218.18, for the purchase of data/word processing equipment.

Comment: This request for the release of \$12,218.18 in reserve funds was submitted erroneously by the Department of Electricity. The \$12,218.18 is not on reserve.

Recommendation: File the proposed request for release of reserved funds.

Item 1x - File 100-91-1.2

Note: This item was continued from the Finance Committee meeting of September 11, 1991

Department: Medical Examiner/Coroner

Item: Release of reserve

Amount: \$36,000

Source of Funds: General Fund

Description: In the 1991-92 Medical Examiner/Coroner budget, the Finance Committee reserved \$36,000 for the purchase of equipment (furniture), pending the Department submitting budget details on the expenditure of these funds.

The Medical Examiner/Coroner's Office reports that the \$36,000 would be used to create and furnish modular office space in two rooms that house the department's physicians and medical technologists. Currently, according to the Department, five staff are housed in two offices with limited space and no privacy and, as such, dictation, court preparations, consultations and interviews are extremely difficult to conduct. The Department reports that within the next five months, with the hiring of additional pathologists, the existing space will need to accommodate five full-time forensic pathologists plus two full-time medical technologists. Additionally, the area will be used to house forensic residents who are participants in a training program.

Comment: The Medical Examiner/Coroner had previously requested that this item be continued to the Finance Committee meeting on October 2, 1991, in order to give the Department additional time to determine the actual budget for the furnishings. The Department now anticipates that additional time will be required to obtain the necessary information. Therefore, the Department has requested that this item be continued to the Finance Committee meeting of October 9, 1991.

Recommendation: Continue this item to the Finance Committee meeting of October 9, 1991, as requested by the Medical Examiner/Coroner.

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Item 1y - File 101-90-127.1

Department: Department of Public Works (DPW)

Item: Release of reserve

Amount: \$423,228

Source of Funds: 1990 Earthquake Safety Bonds - Phase 2

Description: In June, 1990, San Francisco voters authorized the sale of \$332.4 million in bonds to fund capital improvements to restore earthquake damaged buildings. In January, 1991, Phase 1 consisting of the first \$23 million of these bonds were sold and subsequently appropriated.

In June, 1991, bonds for Phase 2 of 1990 Earthquake Safety Bonds totalling \$26.5 million were sold and appropriated including \$423,228 for Hall of Justice repairs that was reserved by the Finance Committee pending selection of a contractor and determination of the contractor's MBE/WBE status.

Comment: DPW issued bid packages to 12 minority constructions firms and advertised for bidders in Marin County and San Francisco trade journals. DPW received three bids ranging from a low of \$437,578 to a high of \$925,347. The low bid of \$437,578 from Henry L. Chapot and Associates, a LBE. Henry L. Chapot and Associates is neither a MBE nor a WBE. Both of the other two bidders are MBEs. The budget for the Hall of Justice construction is as follows:

Construction contract	\$437,578
Construction inspections	17,500
Construction administration	17,500
Contingencies	<u>44,000</u>
Total Construction Budget	\$516,578

Less Federal Emergency Management Administration (FEMA) funding previously received	<u>93,350</u>
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Proposed release of reserve	\$423,228
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Recommendation: Release reserved funds in the amount of \$423,228 as requested.

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Memo to Finance Committee
September 25, 1991

Item 1z - File 101-90-10.7

Department: Department of Public Works (DPW)
Fine Arts Museum - Palace of the Legion of Honor

Item: Release of reserve

Amount: \$78,362

Source of Funds: 1989 Earthquake Safety Bond funds.

Description: In November of 1989, San Francisco voters authorized the sale of \$59.7 million of General Obligation bonds to fund capital improvements to improve earthquake safety in City buildings. In March of 1990, the Board of Supervisors approved a Supplemental Appropriation request, financed by an advance from the General Fund, in the amount of \$1,572,834 to initiate design and engineering work on various City buildings. The City subsequently sold \$20,500,000 of the \$59.7 million in General Obligation bonds. From the proceeds of this bond sale, the General Fund was reimbursed the costs including the accrued interest for the pre-bond supplemental appropriation.

In October 1990, the Board of Supervisors approved a second supplemental appropriation ordinance to allocate the remaining \$18,927,166 (\$20,500,000 less \$1,572,834) of the bond proceeds for design and construction to rehabilitate the various buildings and facilities specified in the bond sale. Of the \$18,927,166 appropriated a total of \$6,756,266 was reserved pending the selection of contracts and determination of contract hours, rates and MBE/WBE/LBE status, which included a reserve of \$4,970,717 for the Fine Arts Museum, as follows:

Architectural design and engineering studies	\$779,717
Disruptions and relocations (office space rental and moving and storing art work)	1,823,000
Construction	<u>2,368,000</u>
Total	<u>\$4,970,717</u>

The Finance Committee has previously released a total of \$2,554,211 of these reserved funds leaving a balance of \$2,416,506 on reserve.

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The proposed release of reserve would provide \$16,000 for the Department of Public Health (DPH) to perform a walk-through asbestos survey of the Palace of the Legion of Honor and bulk testing of asbestos (bulk testing involves large areas whereas core testing and air discharge testing involves specific locations within a building). Bulk testing is appropriate because only asbestos that would conflict with seismic upgrade renovations is slated for removal at this time.

The proposed release of reserve would also provide \$62,362 to reimburse Cohrssen Environmental for the performance of core sampling requested by DPH. Cohrssen Environmental (a WBE and LBE) was selected to prepare asbestos abatement specifications, perform asbestos abatement project management and perform core sampling work for a total estimated cost of \$137,362. The Finance Committee previously released \$75,000 for the Cohrssen Environmental contract to prepare asbestos abatement specifications and to perform asbestos abatement project management but continued to reserve \$62,362 of the \$137,362 contract pending a determination of the extent of core sampling that would be required. DPH has verified the need for the full amount of core sampling included in the \$137,362 Cohrssen Environmental contract. The proposed release of \$62,362 would be applied as follows:

Asbestos Abatement Specifications and Asbestos Abatement Project Management (Subject of previous, \$75,000 release of reserve)	\$73,852
Core Sampling Work (Subject of proposed release of reserve):	
Industrial Hygiene Technician to set up sampling apparatus each morning, collect samples throughout the day and dismantle the apparatus each evening (30 days @ 9 hours/day @ \$50 per hour)	\$13,500
Phase Contrast Testing (1,080 samples @ \$12 per sample)	12,960
Transmission Electron Testing (180 samples @ \$150 per sample and 24 samples @ \$350 per sample)	35,400
Filters (1100 @ \$1.50 per filter)	<u>1,650</u>

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Subtotal - Core Sampling Work	<u>63,510</u>
Total - Cohrssen Contract	\$137,362
Less previously released funding	<u>75,000</u>
Proposed release of reserved funds	\$62,362

Recommendation: Release \$78,362 in reserved funds as requested.

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Item 1aa - File 101-90-11.2

Departments: Department of Public Works (DPW)
Laguna Honda Hospital

Item: Release of Reserved Funds

Amount: \$104,608

Source of Funds: 1990 Earthquake Safety Bond Fund

Description: The Board of Supervisors previously approved an appropriation request of \$19,325,716 for the Earthquake Safety Program Phase 2 (File 101-90-28), and placed \$5,478,294 of the \$19,325,716 on reserve for architectural, engineering and construction services at various facilities. Of the \$5,478,294 placed on reserve, \$204,080 was allocated to Laguna Honda Hospital. This amount was placed on reserve pending selection of contractors, information on the contract amounts and MBE/WBE status.

The DPW is now requesting that \$104,608 of the \$204,080, placed on reserve for the earthquake repairs to Laguna Honda Hospital, be released. The earthquake repairs would include plaster repair work, painting, grout work, exterior patching, window replacement and patching of interior finishes. The \$104,608 would be used to fund the outside construction contract and the administration and inspection services performed by the Bureau of Architecture (BOA) for this project.

The DPW reports that it issued an Invitation for Bids on June 13, 1991 for the Laguna Honda Hospital project. On July 3, 1991, the Department received eight qualified bids. Of the eight companies which submitted bids, Angotti and Reilly, Inc./T.E. Joo Construction, a joint venture, was selected as the lowest qualified bidder based on a bid amount of \$93,400. Angotti and Reilly is a LBE firm and T.E. Joo Construction is a certified MBE firm. T.E. Joo would receive \$5,604 or six percent of the contract award. The other seven qualified bids, were as follows:

Pacific International Construction Co.	\$98,813
KMF Associates	102,978.95
Henry L. Chapot & Assocs.	119,925
Karl Kardel Company, Inc.	142,544
Agbayani Construction, Inc.	194,211
Cuevas-Mannion Construction	196,690
M. Gachwiler Construction, Inc.	303,976

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The estimated budget for the construction contract and administration and inspection services is as follows:

Construction Contract	\$93,400
BOA - Administration and Inspection Services	<u>11,208</u>
Total	\$104,608

Recommendation: Release the reserve funds in the amount of \$104,608.

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Item 1bb - File 148-91-10.1

Department: Department of Public Works (DPW)

Item: Release of Reserved Funds

Amount: \$737,000

Source of Funds: Previously appropriated Federal Aid Urban System (FAU) Program

Description: The Board of Supervisors previously approved legislation authorizing the DPW to apply for, accept and expend Federal funds in the amount of \$788,000, for the renovation of Army Street, Gilman Avenue, Innes Avenue and Van Dyke Avenue (File 148-91-10). At the same time, the Board of Supervisors placed \$737,000 of the \$788,000 on reserve, pending the DPW's submission of the names of the firms it would be using for contractual services and the MBE/WBE status of those firms.

Mr. Joe Ovadia of the DPW reports that the Department issued an Invitation for Bids on August 20, 1991. The deadline for the receipt of bids was September 18, 1991. In response to the Invitation for bids, the Department received bids from the following four companies.

- Inter-Coastal and Inter-State Grading and Paving, a Joint Venture
- Ghilotti Bros., Inc.
- Oliver de Silva, Inc.
- Stacy & Witbeck, Inc./Esquivel Grading and Paving, Inc. a Joint Venture

Of the four companies which submitted bids, the DPW has identified Inter-Coastal and Inter-State Grading and Paving, a Joint Venture, as the lowest responsible bidder based on a bid amount of \$1,078,405. Inter-Coastal is a certified MBE/LBE firm. Inter-State Grading and Paving, Inc. is not a certified MBE, WBE, or LBE firm. However, the firm is a certified Disadvantaged Business Enterprise (DBE) according to the State Department of Transportation (CalTrans) regulations. The proposed project is a Federally assisted project, which must also adhere to CalTrans contract rules and regulations. The bid amounts submitted by the other three companies are as follows:

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Ghilotti Bros, Inc.	\$1,144,277
Oliver de Silva, Inc.	1,173,555
Stacy & Witbeck, Inc./Esquivel Grading and Paving, Inc.	1,346,180

The DPW's projected budget for project construction and construction related costs, is as follows:

Construction Contract	\$1,078,405
Construction Contingency	107,840
Construction Management	<u>107,840</u>
	\$1,294,085

Comments:

1. According to Mr. Ovadia, Inter-Coastal will receive \$16,378 or 1.5 percent of the \$1,078,405 contract amount awarded to Inter-Coastal and Interstate Grading and Paving, a Joint Venture. Of the remaining \$1,062,027, \$570,000 would be awarded to Interstate Grading and Paving and \$492,027 would be awarded to subcontractors. None of the subcontractors are certified MBE or WBE firms.

2. As noted above, the contract amount is \$1,078,405, which is \$341,405 more than the \$737,000 placed on reserve for contract services. Mr. Ovadia advises that the reason the contract amount is significantly higher than the \$737,000, which is the subject of this report, is because, \$243,429 of the \$341,405 is earmarked for the project's underground work (the extension of a high-pressure water supply system which supplies fire hydrants), which will be paid for separately by previously appropriated Fire Bond funds. The remaining \$97,976, as is the \$737,000, is designated for the street pavement portion of this project and will be paid for by previously appropriated Street Improvement Bond funds.

Recommendation: Approve the proposed release of reserve funds in the amount of \$737,000.

Item 1cc - File 101-91-8.1

Department: Sheriff

Item: Requesting release of reserved funds for temporary salaries to enable the Sheriff to hire ten temporary deputies (funds originally reserved under Ordinance No. 322-91 for contracted work furlough beds).

Amount: \$255,348

Description: The City and County of San Francisco is under a Federal Court Order to maintain the population of County Jail #1 below 426 inmates per day. For each prisoner in County Jail #1 above that number, San Francisco could pay a penalty of \$300 per day. According to the Sheriff's Department, the jail population typically exceeds that number three to four months each year.

Although the Federal courts have not collected penalties to date, the Federal courts are currently considering collecting penalties from San Francisco for exceeding the population ceilings in County Jail #1. A good faith effort on the part of the City to ameliorate jail overcrowding would be taken into account by the Federal court.

The Finance Committee of the Board of Supervisors on August 14, 1991 approved a Supplemental Appropriation in the amount of \$500,000 to fund four programs to reduce jail overcrowding in County Jail #1 (File 101-91-8). One of the four programs approved by the Finance Committee consisted of a Contract Work Furlough Program which would cost \$287,250. The Sheriff's Department currently provides an in-house Work Furlough Program. The ten employees who currently staff the in-house Work Furlough Program were to have been transferred to County Jail #7. The population of County Jail #7, with the improved staffing, was to have increased from 300 to 375 inmates.

The proposal approved by the Board of Supervisors was subsequently opposed by the Deputy Sheriff's Association (Union). The Sheriff's Department reports that an alternate proposal has been developed which the Union supports and which accomplishes the goal of creating more jail bed space. The new proposal would allocate \$255,348 of the \$287,250 reserved for the Contract Work Furlough Program to temporary salaries. The Sheriff would hire ten temporary Deputy Sheriffs for the period of November 23, 1991 through June 30, 1992. The ten new staff people would be employed

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at County Jail #7, allowing the population to increase from 300 to 375. Those employees staffing the in-house Work Furlough Program would remain in their current positions, thereby maintaining the Work Furlough Program in-house.

Budget:

Personnel

Deputy Sheriffs @ 10 x \$1,349	
x 15.8 pay periods	\$213,142
Fringe Benefits @ 7.65% x	
13 pay periods	13,416
Fringe Benefits @ 31%	
x 2.8 pay periods	<u>11,790</u>
(See Comment 2)	
Total Personnel	\$238,348
<u>Uniforms</u> @ \$1,700 x 10	<u>17,000</u>
Total Project Budget	\$255,348
Contract Work Furlough Reserve	<u>\$287,250</u>
Amount Remaining on Reserve	\$31,902
(See Comment 4)	

Comments:

1. The Work Furlough Program allows eligible inmates to work or study while serving their sentences. Work Furlough participants stay at a special Work Furlough facility rather than at a County jail.
2. As reflected in the budget above, employees are classified as temporary for six months, or 13 pay periods, and are eligible only for Social Security benefits during that time. Since the period from November 23, 1991 through June 30, 1992 includes 15.8 pay periods, the proposed ten new employees would be eligible for full fringe benefits for only 2.8 pay periods.
3. The \$287,250 originally budgeted for the Contract Work Furlough Program included \$244,463 to contract out work furlough beds and personnel costs in the amount of \$42,787 to hire a Sergeant to oversee the program. Lt. Jan Dempsey of the Sheriff's Department notes that, under the new plan, no Sergeant would be hired.

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However, on August 19, 1991, the Board of Supervisors approved an amendment to the Annual Salary Ordinance for 1991-92 (File 102-91-4) to reflect the addition of this Sergeant. Therefore, the Annual Salary Ordinance, under the new plan, would have an additional, unfunded 8308 Sergeant position. If the proposed release of reserved funds is approved as requested, the Annual Salary Ordinance should be amended to delete this recently created 8308 Sergeant position or at a minimum, insure that this position is not filled.

4. The Supplemental Appropriation approved by the Finance Committee at its August 14, 1991, meeting included the transfer of ten positions from the in-house Work Furlough Program to County Jail #7 so that the population of County Jail #7 could be increased. The original plan did not call for the creation of new positions, but rather would have contracted out work furlough beds. The proposed plan, if approved, would provide funds that would enable the Department to hire ten new temporary employees.

5. The \$287,250 previously recommended by the Finance Committee to contract out the Work Furlough Program was placed on reserve pending submission to the Finance Committee of the contract details regarding the contractor's rates, hours, and MBE/WBE status. According to the new plan, \$255,348 of the reserved funds would not be used to hire a contractor, but rather these funds would be used to hire ten new temporary employees to increase the population of County Jail #7, thereby maintaining the existing in-house Work Furlough Program. Although the requested release of reserve is for a different use than the reserve was placed by the Finance Committee, Mr. John Madden of the Controller's Office indicates that if the Finance Committee approves the requested new use of these funds, the Controller's Office can administratively transfer the appropriated contractual services funds to temporary salaries within the Sheriff Department's budget.

6. According to Lt. Dempsey, the remaining \$31,902 of the \$287,250 reserved for the Contract Work Furlough Program would be used to contract out for private work furlough beds, should the need arise. According to the Sheriff's Department, the Department will request the release of these funds when a contract for this service has been established. Lt. Dempsey reports that the Sheriff's Department is working with the Purchasing Department to ensure that all requirements for contracting out any work

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furlough beds are met. The Sheriff's Department has not requested that this \$31,902 be released from reserve.

7. On September 11, 1991, the Finance Committee approved a resolution (File 195-31-3) authorizing the Sheriff to enter into contracts with the appropriate agencies or private entities to provide a facility and services for the Work Furlough Program, in conformance with Section 1208 of the Penal Code.

8. According to the Sheriff's Department, the Department has met with one contractor who could accommodate from ten to 50 furlougees per day if necessary.

9. The Contract Work Furlough Program was scheduled to begin November 1, 1991. According to the proposed plan, the ten temporary staff would be hired November 23, 1991. Lt. Dempsey advises that the new temporary staff must go through a training period, and could not be assigned until January of 1992. However, Lt. Dempsey reports, 14 permanent employees have recently been hired and are currently being trained, and the Sheriff's Department plans to assign approximately six of these permanent employees to County Jail #7. According to Lt. Dempsey, the addition of these six employees from October, 1991 to January, 1992, would allow the Department to increase the population of County Jail #7 by approximately 35 to 40.

Of the ten employees who would be hired using funds from the recently approved Supplemental Appropriation (see Comment 4), four would be assigned to County Jail #7. The four temporary employees, in combination with the six permanent employees, would comprise the total of ten employees required to increase the population of County Jail #7 from 300 to 375 as planned. The remaining six temporary employees funded by the Supplemental Appropriation would be assigned to various other positions with the Sheriff's Department.

10. The permanent employees noted above are funded in the fiscal year 1991-92 budget by the General Fund. The budget for the current proposal does not include the cost to the General Fund of placing six employees at County Jail #7 from October, 1991 through January, 1992.

11. According to Lt. Dempsey, the intention of the Sheriff's Department would be to include the ten temporary employees as permanent positions in the fiscal year 1992-93 budget. Lt. Dempsey reports that new facilities are being

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built to house additional inmates, but that these facilities will not be completed until late 1993. Therefore, the Sheriff's Department will need to continue its efforts to ameliorate overcrowding until the new facilities are completed. Lt. Dempsey notes that the new facilities include 350 work furlough beds, and that the ten positions, if made permanent in the FY 1992-93 budget, would eventually be transferred to the new work furlough program.

Lt. Dempsey reports that if the positions were not made permanent, employees would be reduced or terminated accordingly.

12. The in-house Work Furlough Program, which would have been closed according to the original plan, currently provides services to an average of 60 eligible inmates per day. The Contract Work Furlough Program would have provided services for an average of 18 eligible inmates per day. The total number of inmates serviced by the revised plan would be maintained at this higher average of 60 inmates per day.

13. Lt. Dempsey advises that the Sheriff's Department did not originally propose to keep the Work Furlough Program in-house and hire ten temporary staff people for County Jail #7 because the Department would have had to hire the ten new employees in early September in order for them to be able to staff County Jail #7 by November 1, 1991, the original starting date for the plan. This would have brought the total cost of the plan up to \$700,000, while only \$500,000 was available.

Also, the assignment of six permanent employees to County Jail #7 in October of 1991, three months before those employees hired with the jail overcrowding Supplemental Appropriation could be assigned to the Jail, allows the Department to implement the plan at an earlier date without assigning the projected additional costs to the Jail Overcrowding Plan total budget.

14. The cost of contracting out work furlough beds, as originally proposed, would be approximately \$37 per person per day. The cost of maintaining the Work Furlough Program in-house is approximately \$34.09 per person per day. However, the reason the original plan called for contracting out work furlough beds was that contracting out beds is a variable cost. In other words, during the typical three to four months per year when the jail population exceeds court-mandated limits, up to 50

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furlough beds could be contracted out. During the remaining months, fewer beds could be contracted out. Thus, the total yearly cost (including the projected cost for 1992-93) of keeping the jail population below the court-mandated limits would be less if the Sheriff's Department contracted out the Work Furlough Program than if the Department kept the Program in-house.

15. The Sheriff's Department reports that the Mayor's Office, the City Attorney's Office and the Deputy Sheriff's Association are in support of this proposal.

- Recommendations:**
1. Approval of the proposed request for release of funds to fund ten temporary Deputy Sheriff positions which the Department intends to include as permanent employees in the FY 1992-93 budget is a policy matter for the Board of Supervisors.
 2. Request that the Controller administratively prohibit the Sheriff's Department to fill the recently approved 8308 Sergeant's position to oversee the contract Work Furlough Program in FY 1991-92 and request that this position be deleted in the FY 1992-93 budget.
 3. Continue to reserve \$31,902 of the \$287,250 initially reserved for the Contract Work Furlough Program.

Item 2 - File 97-91-43

Note: This item was continued at the Finance Committee Meeting of August 28, 1991.

Item: The proposed ordinance would amend Chapter 6 of the San Francisco Administrative Code by adding Section 6.36-A, "Prevailing Wages for Construction Work on Leased Property," extending prevailing wage requirements to certain construction projects on privately owned property leased by the City and County, as tenant.

Construction projects would be defined by Section 7.204 of the San Francisco Charter as any "public work or improvement" and also include any construction work done under private contract when all of the following conditions exist:

(A) The construction contract is between private persons.

(B) The property subject to the construction contract is privately owned, but upon completion of the construction work, more than five thousand (5,000) square feet and more than fifty percent of the assignable square feet of the property is leased to the City and County for its use.

(C) Either of the following conditions exist:

(1) The lease agreement between the lessor and the City and County of San Francisco, as lessee, is entered into prior to the construction contract.

(2) The construction work is performed according to the plans, specification, or criteria furnished by the City and County of San Francisco, and the lease agreement between the lessor and the City and County of San Francisco as lessee, is entered into during, or upon completion, of the construction work.

(D) The work to be performed under the private contract at prevailing wages adjusted for inflation is more than an "incidental amount of construction work." The amount which would be considered an "incidental amount of construction work" would be decided upon by the Board of Supervisors. The City Attorney's Office reports that the intent is to apply the proposed ordinance to larger scale construction projects, and not require that prevailing wages be paid on small scale build-outs and routine repairs which may arise throughout the term of the lease. Mr. Harry Quinn of the Real Estate Department recommends that construction projects that are in excess of between \$100,000

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and \$150,000 should be considered greater than an "incidental amount of construction."

San Francisco Charter Section 7.204 provides that every "Contract for [a] public work or improvement...to be done directly under the contract awarded, or indirectly by or under subcontract...or any other arrangement whatsoever must provide that any person performing labor shall be paid not less than the highest general prevailing rate of wages." The proposed ordinance is intended to clarify the circumstances regarding whether construction projects on property leased by the City and County would qualify as a "public work or improvement" as defined by San Francisco Charter Section 7.204.

The proposed ordinance would only be applicable to leases executed and approved after July 1, 1991.

Comments:

1. Based upon the results of the 1990-91 Bay Area Salary Survey Committee's report to the Civil Service Commission, prevailing wages for construction trades such as operating engineers, carpenters, electricians, painters, plumbers, truck drivers and general laborers range from 50 percent higher than non-prevailing wages for plumbers to four percent higher for truck drivers. For all of these above listed construction positions, prevailing wages are on average approximately 28 percent higher than non-prevailing wages.

2. Mr. Quinn reports that landlords would generally pass on the actual cost of renovation work to the City. Mr. Quinn indicates that the amount of square feet which the City leases, and construction costs would also affect the rental rate charged to the City. For example, Mr. Quinn reports that tenant improvements for the Superior Court lease at 525 Polk Street cost the City \$900,000 or an additional \$102 per square foot for 8,800 square feet. Mr. Quinn also reports that tenant improvements for the Human Rights Commission lease at 1170 Market Street cost the City \$120,000 or an additional \$18 per square foot for 6,500 square feet. If these tenant improvement costs increase by 28 percent on average if prevailing wages were charged, the Superior Court lease would cost the City an additional \$252,000 or an additional \$29 per square foot and the Human Rights Commission lease would cost the City an additional \$33,600 or an additional \$5 per square foot.

3. Ms. Lisa Maglio of the City Attorney's Office reports that litigation has been filed against the City by the San Francisco Building and Construction Trades Council which, if successful, would require the City to include prevailing wage

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language into certain leases in which the City is a tenant. Ms. Maglio indicates that if the proposed ordinance is approved by the Board of Supervisors, it would serve incidentally as a settlement to the pending litigation. A U.S. District Court judge has issued an order which bars Contra Costa County, San Bruno and South San Francisco from enforcing laws which require wage controls on private construction projects. Ms. Maglio reports that the proposed legislation is distinguishable from the legislation struck down in the Court's opinion in the Contra Costa County case because the proposed ordinance would apply only to certain construction projects on certain public leases, unlike the laws in Contra Costa County, San Bruno and South San Francisco which applied to both public and private construction projects:

4. The proposed ordinance does not require that the City continue to lease the property for a specified period of time after the construction project is completed. Mr. Quinn reports that in order for the landlord to be reimbursed for the cost of construction, the City usually enters into a long term five-year lease, with the cost of construction amortized over the term of the lease. However, Mr. Quinn indicates that long term leases are subject to annual appropriation decisions by the Board of Supervisors, and therefore the City could terminate its lease before the landlord is reimbursed for the entire cost of the construction project.

5. As previously noted, the Real Estate Department recommends that the proposed ordinance should apply to construction projects which are in excess of between \$100,000 and \$150,000. However, the San Francisco Building and Construction Trades Council recommends that the proposed ordinance apply to even nominal construction projects which are less than \$100,000. As previously noted, the proposed ordinance would apply to City-leased property which is greater than five thousand (5,000) square feet and more than fifty percent of the assignable square feet of the property is leased to the City and County, upon completion of the construction project. However, the San Francisco Building and Construction Trades Council recommends that the proposed ordinance apply also to those City leases which are in excess of some nominal amount of square feet which is less than 5,000 square feet.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors. If the Board approves the proposed ordinance, the Board of Supervisors should amend the legislation to include the amount considered to be an "incidental amount of construction work."

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Item 3 - File 101-91-14

Department: Mayor's Office of Community Development (MOCD)

Item: Supplemental Appropriation Ordinance to fund the Dispute Resolution Program for permanent salaries and professional services for the period from October 1, 1991, through September 30, 1992.

Amount: \$214,324

Source of Funds: Special Revenue Funds - Dispute Resolution Program (\$3.00 surcharge on various Municipal and Superior Court filing fees).

Description: In December of 1986, the City and County of San Francisco established a funding source for a Dispute Resolution Program in accordance with the State Dispute Resolution Programs Act of 1986 by adding a \$3.00 surcharge to various Municipal and Superior Court filing fees. By October 1988, sufficient funds from the surcharges had accumulated to fund a local Dispute Resolution Program as approved by the Board of Supervisors (Files 101-88-15 and 338-88-1). The Dispute Resolution Program provides an alternative to formal court proceedings for the settlement of disputes by assembling panels of specialists to hear the disputant's argument and then to render a non-binding decision regarding the dispute.

The proposed supplemental appropriation would fund a continuation of the Dispute Resolution Program from October 1, 1991 through September 30, 1992, as follows:

Contract Services

Community Boards	
(1,152 cases* @ \$92/case)	\$105,545
California Community Dispute	
Services (900 cases* @ \$100/case)	90,000
California Lawyers for the Arts	
(100 cases* @ \$100/case)	<u>10,000</u>
Total Contract Services	\$205,545

* The number of cases to be provided was determined by dividing the available funding by the per case cost.

MOCD Administration

Senior Accountant (0.08 FTE)	\$3,164
Senior Community Development Specialist (0.12 FTE)	4,740
Supervising Community Development Specialist (0.01 FTE)	<u>875</u>

Total - MOCD Administration

\$8,779

Program Total

\$214,324

Comments:

1. The proposed Supplemental Appropriation Ordinance would extend the work programs for the existing contractors for an additional year, from October 1, 1991 through September 30, 1992. FY 1991-92 would be the third one-year extension of the three contractors.

3. A comparison of contractor cost per case between 1990-91 and 1991-92 for the three contracting agencies is as follows:

<u>Contractor</u>	<u>Cost Per Case</u>		
	<u>1990-91</u>	<u>1991-92</u>	<u>Increase</u>
Community Boards	\$92	\$92	\$0
California Community Dispute Services	95	100	5
California Lawyers for the Arts	100	100	0

Recommendation: Approve the proposed Supplemental Appropriation Ordinance as requested.

Item 4 - File 61-91-1

Department: Board of Supervisors
Department of Public Health (DPH), Division of Mental Health, Substance Abuse and Forensic Services (DMSFS)

Item: This item is a motion directing the Clerk of the Board to submit a request for a Supplemental Appropriation to the Mayor requesting a reappropriation of salary savings from the two vacant Legislative Policy Analyst Positions to the Children and Family Day Treatment Center.

Amount: \$12,000

Source of Funds: Salary savings in the budget of the Board of Supervisors

Description: The Children and Family Day Treatment Center provides psychiatric treatment to school age children. The Program serves a maximum of seven children at one time. The Program's budget had been cut due to City and State budget reductions. The DMSFS had cut back the level of service to allow the Program to continue on a minimum basis between July 1, 1991 through September 30, 1991. The Children and Family Day Treatment Center is scheduled to close on September 30, 1991.

State Senate Bill 855 would provide for additional Medi-Cal reimbursements to San Francisco General Hospital, which would, in turn, make available General Fund monies presently allocated to San Francisco General Hospital. The Board of Supervisors, through resolution, had previously urged that such General Fund monies be reallocated to offset certain Mental Health budget reductions, including funding for the Children and Family Day Treatment Center. DPH had expected to receive these funds possibly as early as October of 1991. Because the Treatment Center is scheduled to close on September 30, 1991, funds were anticipated to be needed to keep the Treatment Center open through October, 1991, or until the SB 855 funds are received from the State. The proposed motion, which would direct the Clerk of the Board to prepare a Supplemental Appropriation Request to reallocate \$12,000 in salary savings from the Board of Supervisors' budget to the Children and Family Day Treatment Center, is intended to provide interim funding to the Treatment Center until the DPH receives the State funding.

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According to Ms. Nancy Presson of DMSFS, the Children and Family Day Treatment Center operates on an annual budget of \$232,320, or approximately \$19,360 per month. DMSFS has provided the following summary of the FY 1990-91 budget for the Children and Family Day Treatment Center:

Revenues:

Patient Fees	\$3,545
Medi-Cal - Federal	85,916
Short - Doyle funds	57,144
General Fund Support	<u>85,715</u>

Total Revenues	\$232,320
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Expenditures:

Salaries and Fringe Benefits	\$169,810
Operating Costs	39,561
Indirect Costs	<u>22,949</u>

Total Program Expenditures	\$232,320
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Comments:

1. According to Ms. Susan Ehrlich at DPH, the Department hopes to receive the SB 855 funds as early as October, 1991. If the Children and Family Day Treatment Center is to remain open beyond September 30, 1991, the DMSFS would require \$19,360 per month to keep the Treatment Center operating. However, the proposed \$12,000 reallocation of funds from the budget of the Board of Supervisors to the Children and Family Day Treatment Center would only cover two and one-half weeks of program costs. As such, the Treatment Center could only remain open through the middle of October, 1991.

2. Ms. Presson further advises that because of the City's elimination of local funding for the Treatment Center for FY 1991-92, the State has eliminated the \$85,916 in Medi-Cal match funding for the Children and Family Day Treatment Center as of September 30, 1991. Consequently, because the Treatment Center depends on the Medi-Cal funding to remain in operation and because the Treatment Center may not receive the SB 855 funding until December of 1991, the proposed \$12,000 reallocation of funds would be insufficient to keep the Treatment Center operating at an effective level in the interim.

3. The Budget Analyst has been advised that the author of the motion has requested this motion be tabled.

Recommendation: Table the proposed motion, as noted in Comment No. 3.

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Item 5 - File 64-91-27

Note: This item was continued at the September 11, 1991, Finance Committee meeting in order for the Real Estate Department to consider a lease proposal from Trinity Properties in addition to the lease proposal from the current lessor, the Lembi Group (comprised of Skyline Real Estate Investment Trust, Skyline Property Holdings, 950 Franklin Street Associates, Chelsea Square, Ltd. and the Lembi Family Revocable Trust). The Real Estate Department recommended acceptance of the Lembi Group proposal to the Board of Supervisors.

1. This item is a resolution to authorize the extension of the existing lease of space at 1155 Market Street for five more years for office space use for the Public Utilities Commission's Utilities Engineering Bureau and Hetch Hetchy Administration at the rental rate of \$1.55 per square foot per month. The Real Estate Department recommended amending the proposed resolution at the September 11, 1991, Finance Committee Meeting to revise the rental rate to \$1.48 per square foot per month and to make the lease retroactive to September 1, 1991. Also at that meeting, public testimony from Trinity Properties, owner of the building next door to 1155 Market Street at 1145 Market Street indicated that Trinity Properties might be able to offer even more favorable terms. The proposed resolution was continued to allow for the consideration of Trinity Properties' offer.

2. Subsequently, the Real Estate Department issued a request to the incumbent lessor, the Lembi Group, and to Trinity Properties for submission of their final, best offers to be accepted for consideration at a proposer's conference scheduled for 9:30 a.m. on Friday, September 20, 1991. The Trinity Properties submission is attached (Attachment 1) and the Lembi Group submission is attached (Attachment 2).

3. The lease at 1155 Market Street for the Public Utilities Commission's Utilities Engineering Bureau and Hetch Hetchy Water and Power administration expired on August 31, 1991. This lease was for 37,805 square feet of Net Rentable Space which, after subtracting an approximately 10.8 percent load factor results in 34,128 square feet of Net Usable Space. Net Usable Space is the actual area occupied by a tenant. In order to allocate common areas (such as restrooms, elevators and lobbies) used by all tenants, a load factor is added to the Net Usable Space to get the Net Rentable Space. The Net Rentable Space is the basis for computing rent.

4. The Lembi Group proposal is based on 34,128 square feet of Net Usable Space. The Trinity Properties proposal is based on a Net Usable Space of 30,265 square feet (after subtracting an approximately 14.9 percent load factor from a Net Rentable Space of 34,786 square feet). However, Trinity Properties indicates that additional space is available at the same cost per square foot. Therefore, in order to provide a valid comparison base, the Budget Analyst has recomputed Trinity Properties' proposal values to be equivalent to 34,128 square feet of Net Usable Space. The Budget Analyst's comparison of the two proposals is as follows:

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	<u>Lembi Group</u>	<u>Trinity Properties</u>
Effective Date:	September 1, 1991	January 1, 1992
Early Termination Provision:	June 30, 1995, upon 6 months notice	June 30, 1995, upon 6 months notice
Number of Floors:	Three	Six
Average Annual Rent:	\$661,290	\$666,843
Cost per Square Foot per Month:	\$1.46	\$1.47
First Year Rent:	\$558,448	\$666,843
Rent Escalation:		
Second Year -	20.3% to \$672,000	No change
Third Year -	0.9% to \$678,000	No change
Fourth Year -	2.7% to \$696,000	No change
Fifth Year -	0.9% to \$702,000	No change

5. Other cost factors included in the proposals are as follows:

Holdover Rent - If the City offices are moved from the Lembi Group property to another site, the Lembi Group will charge the City a penalty, in addition to the regular rent, for continuing to occupy their property after the expiration of the lease on September 30, 1991. The combination of the regular rent plus the penalty is called the holdover rent. The Lembi Group indicates that this penalty will exceed 25 percent of the regular rent amount. Trinity Properties will allow a rent credit equal to any penalty that has to be paid to the Lembi Group.

Moving Expenses/Electricity Meter Installation/Rent Credit - Trinity Properties will grant a rent credit of \$200,000 to compensate the City for moving costs and the installation of separate electricity meters for the City offices. The Real Estate Department has obtained one estimate of moving costs of between \$28,000 and \$35,000 and estimates that installing separate electrical meters will cost approximately \$45,000. The balance of the rent credit after subtracting moving costs of \$35,000 and electrical meter installation costs of \$45,000 is \$120,000. This rent credit would effectively reduce the average annual rent for the Trinity Properties proposal by \$24,000 from \$666,843 to \$642,843 or a cost per square foot per month of \$1.42.

Improvements - Trinity Properties will build out leased space to City's specifications comparable to the sixth floor of 1145 Market Street, which is currently leased by the City, at Trinity Properties expense. The Lembi Group will pay for repainting and recarpeting leased space at 1155 Market Street (because existing paint and carpets are in good condition this work will not be performed for at least 18 months but no later than 3 years). The Lembi Group will also install solarscreen or mini-blinds, where requested by the City, and will provide a \$25,000 improvement allowance for Hetch Hetchy.

6. The Real Estate Department has not obtained an estimate for the costs of disconnecting phone and communications services at 1155 Market Street and reconnecting at 1145 Market Street.

7. Although moving and improvement work would probably be scheduled for weekends some disruption could extend into weekdays resulting in a loss of productivity. Each day of lost productivity for the approximately 150 employees in the subject lease space would cost the City approximately \$34,756 for salaries and fringe benefits.

Comments

1. The City is currently paying regular rent of \$58,692 per month for space at 1155 Market Street for the holdover period since the lease expiration date August 31, 1991. Should the Board of Supervisors approve the Lembi Group lease proposal, the rent since September 1, 1991, would be at the new rate of \$29,346 per month through December 31, 1991, resulting in a rebate of the rent difference during the holdover period of \$29,346 per month (The Lembi Group rent would increase from \$29,346 per month to \$55,133 per month effective January 1, 1991).

2. The Real Estate Department has identified two other sites in the Civic Center area that have space available, 25 Van Ness Avenue and Fox Plaza at 1390 Market Street. However, according to Real Estate, these two sites were not considered because of the lack of enough available space and because they are too distant from other PUC and Hetch Hetchy offices that would remain at 1145 and 1155 Market Street (the moving offices and the remaining offices interact operationally and need to be in close proximity).

3. Although the annual rent of the Lembi Group proposal is less than that of Trinity Properties before application of the rent credit, the inclusion of the rent credit makes the Trinity Properties rent rate less. However, the impact of other costs including the cost of disconnecting telephones at one location and reconnecting them at another, the loss of productivity during a move and the possible additional costs to reconfigure the layout of desks and other office furniture that now fits into three floors but would have to fit into six floors at the Trinity Properties site cannot be determined at this time. Therefore, the proposed lease extension is a policy matter for the Board of Supervisors. In any case, the proposed resolution will need to be amended to reflect the terms of the lease finally selected.

BOARD OF SUPERVISORS
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Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.



September 20, 1991

BY HAND

Anthony J. Delucchi
Director of Property
City and County of San Francisco
25 Van Ness Avenue
San Francisco, CA 94102

Re: Proposal to Lease
1145 Market Street
San Francisco, CA

Dear Mr. Delucchi:

One Trinity Center hereby submits its completed Proposal Submittal Form in response to the Invitation to Submit A Proposal To Lease by the City and County of San Francisco; such submittal is being made under protest with full reservation of rights in that approval of the process thereby embodied will not serve the best interest of the City and County of San Francisco and may result in financial injury to One Trinity Center, all such for the reasons stated hereinafter:

1. The Department of Property rejected the original proposals by One Trinity Center submitted on April 5, 1991 at \$17.75 per square foot, as well as its April 11, 1991 proposal at \$17.00 per square foot plus a \$200,000 moving bonus while accepting the April 5, 1991 bid from the owners of 1155 Market Street under a proposal at \$18.60 per square foot, plus escalations;

2. There is currently pending before the Finance Committee of the Board of Supervisors the recommendation of the Department of Property to adopt a proposal to extend the current lease between the City and the owner of those premises located at 1155 Market Street, such being Calendar No. 64-91-27 on the September 25, 1991 calendar;



3. The above-referred recommendation by the Department has not been withdrawn nor has the prior proposal of the "Successful Bidder" been withdrawn, and thus the Successful Bidder is unable to submit a new and different proposal;

4. The Department had sought at the September 11, 1991 hearing of the Finance Committee to allow its proposed Successful Bidder to lower its proposed (an impermissible act after its proposal had been accepted by the Department), without providing a similar opportunity to One Trinity Center, nor would the Department take into consideration the prior April 5, 1991 and April 11, 1991 proposals from One Trinity Center;

5. The Department has sought to institute a new bidding process while it maintains its recommendation of calendar item 64-91-27 on the Finance Committee meeting scheduled for September 25, 1991;

6. The Department, through its new bidding process, belatedly seeks to materially change the criteria for the bidding it initiated in February, 1991, i.e. elimination of pass-through expenses and implementation of early termination right;

7. The Department at the bidding conference on September 19, 1991 refused to provide a copy of the current City lease with the owner of 1155 Market Street thereby precluding from One Trinity Center information relating to the "load" factor for determining its response to Item 6(e) in the new Proposal Submittal Form, something now required by the Department;

8. The Department will not confirm the existence or non-existence of a Holdover Rent Premium Provision obligation in the current lease for 1155 Market Street which is referenced in Section 12 of the Proposal Submittal Form;

9. At the September 19, 1991 bidding conference the Department refused to either confirm the enforceability of the Rent Premium Provision in, or to provide a copy of the current City lease for 1155 Market Street for independent review by One Trinity Center as to such item;

10. The Department will not confirm whether the holdover provision for the existing 1155 Market Street lease is enforceable, and if so, the financial consequences thereof; and

11. The issue of the Holdover Rent Premium only arises due to the delay from April, 1991 to September, 1991 by the Department in bringing the matter to the Board of Supervisors, thereby creating the imposition of additional costs to be addressed by One

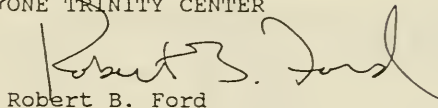


Trinity Center, when in fact such costs should not have and may not exist.

For each of the foregoing items, One Trinity Center submits its Proposal Submittal Form under protest.

Respectfully submitted.

ONE TRINITY CENTER


Robert B. Ford

PROPOSAL SUBMITTAL FORM PERTAINING
TO 1155 AND 1145 MARKET STREET,
REQUEST FOR LEASE PROPOSAL BY THE
CITY AND COUNTY OF SAN FRANCISCO

The undersigned building owner (Proposer) , makes the following proposal to the City and County of San Francisco, in regard to the City's request for a proposal, in order to satisfy the leasing needs of the Public Utilities Commission's Utilities Engineering Bureau.

By submitting this proposal, Proposer is presenting the City with its' best and FINAL offer. No additional proposals will be accepted after 9:30 A.M. September 20, 1991.

THE FOLLOWING PROPOSAL IS HEREBY SUBMITTED BY THE UNDERSIGNED PROPOSER, AND SHALL REMAIN AN OFFER TO THE CITY UNTIL ACCEPTED OR REJECTED BY THE DIRECTOR OF PROPERTY, THE BOARD OF SUPERVISORS AND THE MAYOR OF THE CITY AND COUNTY OF SAN FRANCISCO. ANY MODIFICATIONS OR AMENDMENT OF THIS OFFER CAN ONLY BE MADE BY MUTUAL AGREEMENT BETWEEN THE SUCCESSFUL PROPOSER AND THE CITY AND COUNTY OF SAN FRANCISCO.

PROPOSAL AND QUESTIONS FOR SUBMITTAL PERTAINING TO
1155 & 1145 MARKET STREET

1. Legal Owner/Proposer
Trinity Properties
Name: One Trinity Center
Address: 1145 Market St. San Francisco, CA 94103
Phone: 415-333-3333
2. Contact for Proposer notification:
Name: Rob Ford
Address: 1145 Market St. San Francisco, CA 94103
Phone: 415-333-3333
3. Alternate contact for Proposer notification:
Name: Mia Musgrove
Address: 1145 Market St. San Francisco, CA 94103
Phone: 415 -333-3333
4. Building Address: 1145 Market St.

5. Total lease area proposed (net rentable): 34,786 *
- * If the actual space requirements of tenant cannot be accommodated in the designated area any excess requirement will be accommodated on the 9th floor at the same annual rental rate.
6. Specific lease area information.

a. Rental Rate Per Sq. Ft. of Lease Area :

<u>Lease Year</u>	<u>Annual Rate Per Sq. Ft.</u>
1.	\$ 17.00
2.	\$ 17.00
3.	\$ 17.00
4.	\$ 17.00
5.	\$ 17.00

FIVE YEAR NET EFFECTIVE RATE PER SQUARE FOOT: \$ 17.00

b. Description of Proposed Lease Area.

(Please provide reduced floor plans of proposed floors. Use additional sheets if necessary.)

	<u>Net Rentable</u>	<u>Net Usable</u>
Floor: <u>Ground</u>	Area: 7238	6,294
<u>4th fl.</u>	<u>4202</u>	<u>3,669</u>
<u>5th fl.</u>	<u>6,340</u>	<u>5,515</u>
<u>7th fl.</u>	<u>6,026</u>	<u>5,239</u>
<u>8th fl.</u>	<u>10,480</u>	<u>9,548</u>
	<u>34,786</u>	<u>30,265</u>

NOTE: It is understood by the Proposer that the total annual rent due Proposer shall be calculated by multiplying the net rentable area by the rate per square foot as indicated in item "a." above. Proposer further understands that no owner "Pass Through" costs or Consumer Price Index rate increases shall be permitted in subject lease.

- c. List any multi-tenant floors proposed, load factor and attach reduced floor plat illustrating the proposed lease area. (Use additional sheets if necessary.) Floors 4, 5 & 7 are multi tenant and the load factor for all rentable area is 15%.

7. City tenant improvements to be provided by Proposer:

(Use additional sheets if necessary.)

The premises will be built out by the Landlord up to a high quality "Building

Standard" (see attachment) based upon the same quantities per rentable square foot and to the same standard of Finish, Workmanship and quality as the 6th floor premises in the building previously leased by Utilities Engineering Bureau. The entire space plan for the premises shall be prepared by Landlord's architect in consultation with the Tenant, and shall be agreed upon between the parties hereto prior to October 1 1991.

Lessor at its sole expense, shall provide the services of an architectural firm acceptable to both lessee and the City, for all space planning, working drawings and construction management and inspection.

8. City tenant allowances to be provided by Proposer (Please include specific item and allocated cost. Use additional sheets if necessary.)

Trinity Properties grants to tenant an allowance of \$200,000 in the form of a rent credit from which tenant shall be allowed to pay for all costs of moving, cost of a separate electric service and meter and any other items desired by City including rent offset.

9. Can any unused portion of tenant allowances be used to offset City's rent? yes - see above

If yes, how much? Balance over and above cost enumerated in # 8 above.

10. List of "full service" items to be provided by Proposer for City's benefit.

Daily Janitorial Services, HVAC, Elevator service and utilities during normal working hours, 7 day/week guard service, window washing.

11. What is the effective date of the lease? January 1, 1992

12. If the City is required to pay additional rent under a holdover provision of their existing lease (125% of current rent of \$58,692 per month.) until buildout is complete, will Proposer reimburse City for this expense? If yes, will amount being reimbursed be the differential between existing rent and the holdover premium, or will it be the amount over proposed rent retroactive from September 1, 1991?

(Please explain amount and overage calculations in detail.)

If in fact there is a holdover provision in the existing lease and a differential does exist, then Trinity Properties will agree to grant the tenant an additional rent credit over and above any rent offset from item # 8 above equal to to the actual holdover amount.

If no holdover provisions penalty exists then Trinity shall pay for the cost of the separate meter within the Tenant Improvement allowances, (Paragraph #7) thus freeing up more of the \$200,000 allowance for other City requirements (Paragraph #8).

13. If Proposer is able to charge holdover rent under the existing lease (125% of current rent of \$58,692 per month.), will Proposer waive this holdover charge? Not applicable to this proposer.

14. Will Proposer provide the City with an early termination benefit in which the City may terminate the subject lease early without penalty? yes If yes, what is earliest termination date? 6/30/95 How many days notice must be given? 6 months or 180 days

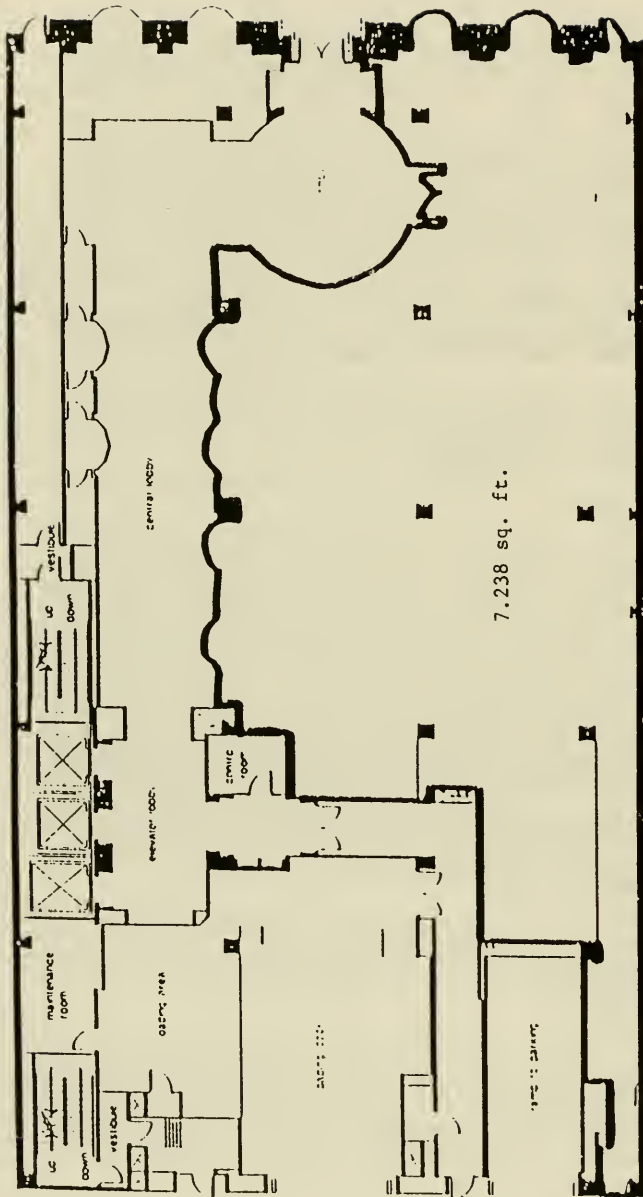
15. If Proposer is going to make improvements to the proposed space on behalf of the City, how long will those improvements take, and will Proposer guarantee a completion date? If yes, please specify date of completion. No guarantee of completion date; however best estimate is 90 days after space plans have been provided to Trinity Properties architect by Tenant.
16. Any other provisions or benefits to the City that the Proposer may wish to provide.
As stated in attached letter from PUC UEB tenants already working in 1145 Market Street being separated in different buildings from the support staff that they depend on is extremely inconvenient and inefficient and decreases the productivity and communication within the organization. By moving the balance of PUC/UEB to 1145 Market will save the City considerable monies through increased efficiencies, thus greater productivity. 1145 Market is a brand new award winning first class office building with a new tenant improvements and state of the art HVAC.

THE UNDERSIGNED PROPOSER OFFERS THE ABOVE TERMS AND CONDITIONS AS OF THIS DATE TO THE CITY AND COUNTY OF SAN FRANCISCO.

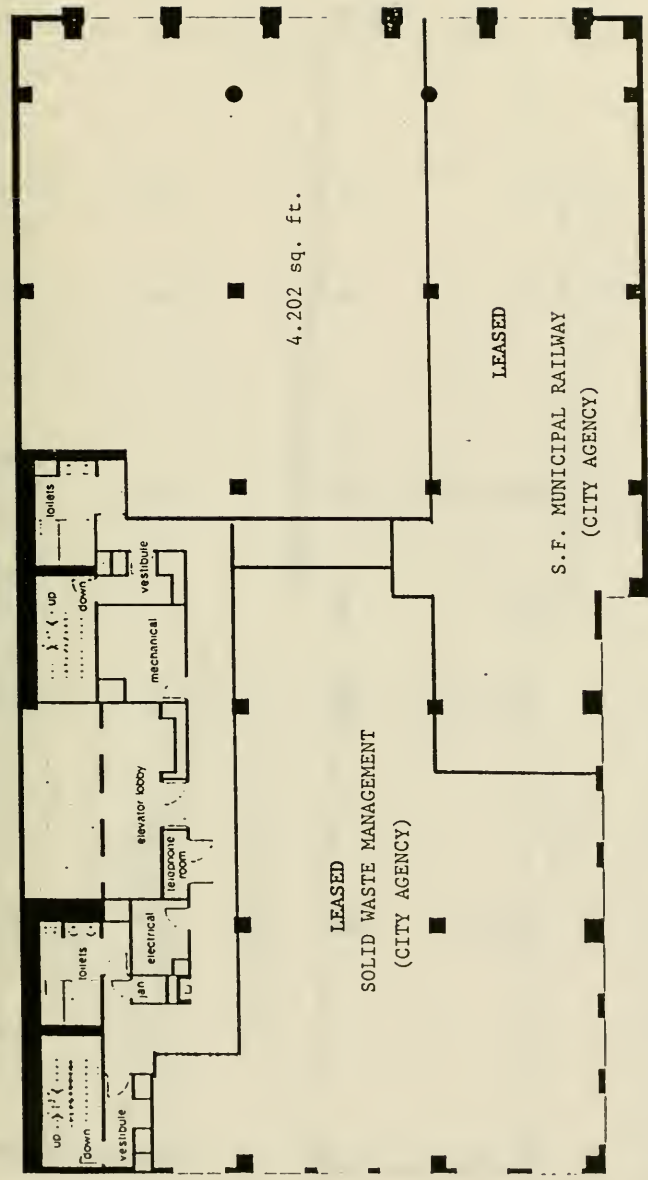
Robert J. Ford
PROPOSER
In Trinity Properties

9/20/91
DATE

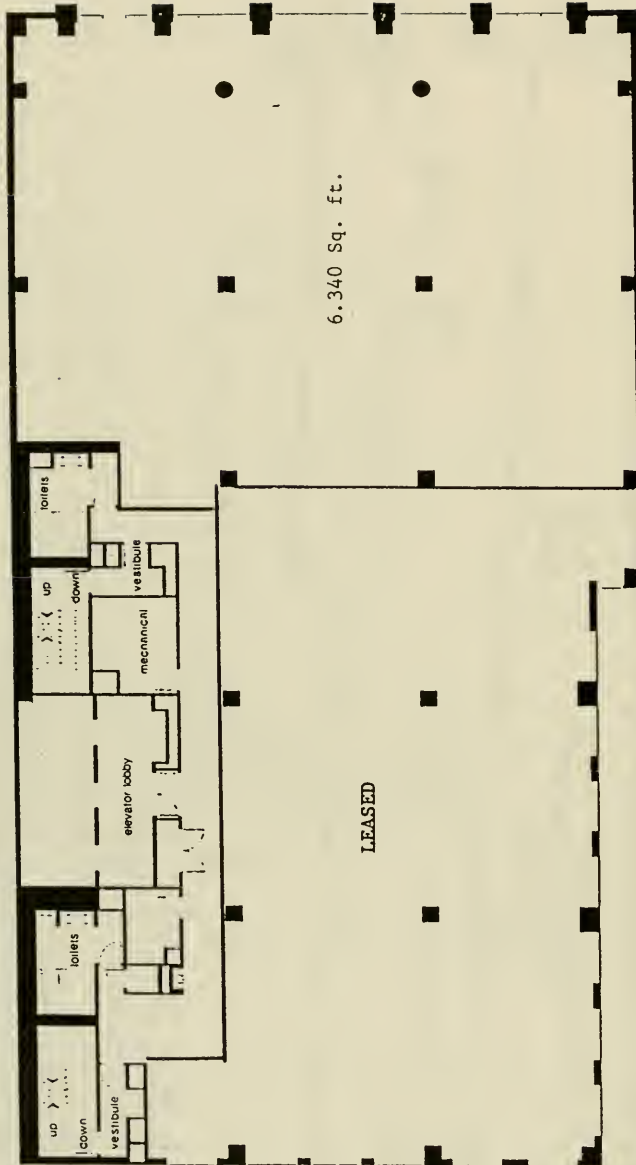
4.



ONE TRINITY CENTER,
7145 MARKET STREET
1ST FLOOR
TRINITY PROPERTIES



ONE TRINITY CENTER
1145 MARKET STREET
4 TH FLOOR
TRINITY PROPERTIES



ONE TRINITY CENTER

1145 MARKET STREET

5TH FLOOR

TRINITY PROPERTIES

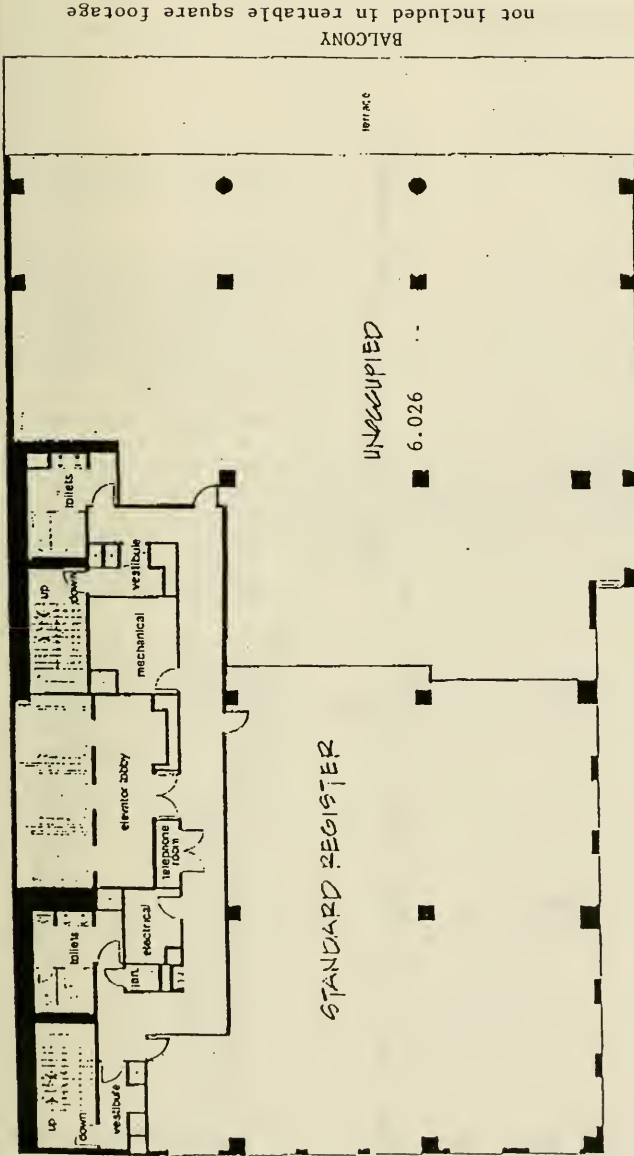
Fitschen & Associates, Inc.
Architecture & Planning
448 Bryant Street
San Francisco, CA 94107

9.18.91

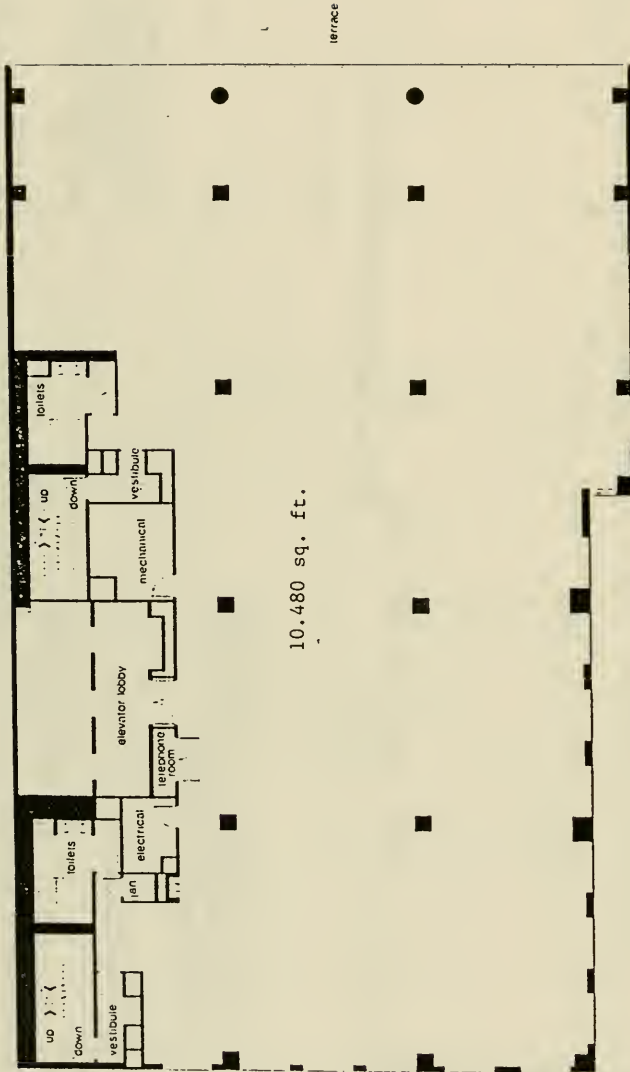
ONE TRINITY CENTER
1145 MARKET STREET

7TH FLOOR

TRINITY PROPERTIES



not included in rentable square footage



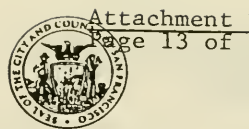
ONE TRINITY CENTER

1145 MARKET STREET

8 TH FLOOR

TRINITY PROPERTIES

PUBLIC UTILITIES COMMISSION
CITY AND COUNTY OF SAN FRANCISCO



SHERRI CHIESA
PRESIDENT

ART AGNOS, MAYOR

THOMAS J. ELZEY, GENERAL MANAGER

GORDON CHIN
VICE PRESIDENT

UTILITIES ENGINEERING BUREAU
RICHARD E. BRANDT, MANAGER

H. WELTON FLYNN

ARTHUR V. TOUPIN

MUNICIPAL RAILWAY

WATER DEPARTMENT

HETCH HETCHY
WATER AND POWER

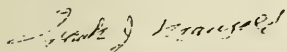
September 11, 1991

Mr. Sandro Sangiacomo
Building Manager
Trinity Properties
1145 Market Street
San Francisco, CA 94103

Dear Mr. Sangiacomo:

This is to inform you that as Manager of the UEB Contracting Section, I have been very pleased with the accommodations at 1145 Market Street. The office area my section occupies has been kept at a comfortable temperature, and the janitorial services rendered have been superb.

Very sincerely yours,



Frank J. Mangold
Manager, Contracting Section

FJM:fmd

WILLIAM NEILSON, P.E.
CIVIL ENGINEERUTILITIES ENGINEERING BUREAU
CITY & COUNTY OF SAN FRANCISCO1155 MARKET ST
SAN FRANCISCO CA 94103

9/11/91

To whom it may concern:

This is to advise you that the quality of the facilities and the level of maintenance at 1145 Market St have been better to date than those provided at 1155 Market St.

additionally, being separated in a different building from the support staff that we depend on has caused Transit Engineering Services inconvenience, and reduced communications flow and productivity. For example, when we have to print drawings, we must go to 1155. When staff at 1155 has to plot drawings, they must come to 1145.

PROPOSAL SUBMITTAL FORM PERTAINING
TO 1155 AND 1145 MARKET STREET,
REQUEST FOR LEASE PROPOSAL BY THE
CITY AND COUNTY OF SAN FRANCISCO

The undersigned building owner (Proposer) , makes the following proposal to the City and County of San Francisco, in regard to the City's request for a proposal, in order to satisfy the leasing needs of the Public Utilities Commission's Utilities Engineering Bureau.

By submitting this proposal, Proposer is presenting the City with its' best and FINAL offer. No additional proposals will be accepted after 9:30 A.M. September 20, 1991.

THE FOLLOWING PROPOSAL IS HEREBY SUBMITTED BY THE UNDERSIGNED PROPOSER, AND SHALL REMAIN AN OFFER TO THE CITY UNTIL ACCEPTED OR REJECTED BY THE DIRECTOR OF PROPERTY, THE BOARD OF SUPERVISORS AND THE MAYOR OF THE CITY AND COUNTY OF SAN FRANCISCO. ANY MODIFICATIONS OR AMENDMENT OF THIS OFFER CAN ONLY BE MADE BY MUTUAL AGREEMENT BETWEEN THE SUCCESSFUL PROPOSER AND THE CITY AND COUNTY OF SAN FRANCISCO.

PROPOSAL AND QUESTIONS FOR SUBMITTAL PERTAINING TO
1155 & 1145 MARKET STREET

1. Legal Owner/Proposer

Name:
Address: Answers to this question and to all
Phone: other questions are attached

2. Contact for Proposer notification:

Name:
Address:
Phone:

3. Alternate contact for Proposer notification:

Name:
Address:
Phone:

4. Building Address:

5. Total lease area proposed (net rentable):

6. Specific lease area information.

a. Rental Rate Per Sq. Ft. of Lease Area :

<u>Lease Year</u>	<u>Annual Rate Per Sq. Ft.</u>
1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____

FIVE YEAR NET EFFECTIVE RATE PER SQUARE FOOT: \$ _____

b. Description of Proposed Lease Area.

(Please provide reduced floor plans of proposed floors. Use additional sheets if necessary.)

	<u>Net Rentable</u>	<u>Net Usable</u>
Floor: _____	Area: _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: It is understood by the Proposer that the total annual rent due Proposer shall be calculated by multiplying the net rentable area by the rate per square foot as indicated in item "a." above. Proposer further understands that no owner "Pass Through" costs or Consumer Price Index rate increases shall be permitted in subject lease.

c. List any multi-tenant floors proposed, load factor and attach reduced floor plat illustrating the proposed lease area. (Use additional sheets if necessary.)

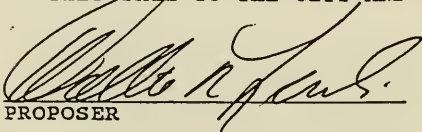
7. City tenant improvements to be provided by Proposer:
(Use additional sheets if necessary.)

8. City tenant allowances to be provided by Proposer (Please include specific item and allocated cost. Use additional sheets if necessary.)
- _____
- _____
9. Can any unused portion of tenant allowances be used to offset City's rent? _____
- If yes, how much? _____
10. List of "full service" items to be provided by Proposer for City's benefit.
- _____
- _____
11. What is the effective date of the lease? _____
12. If the City is required to pay additional rent under a holdover provision of their existing lease (125% of current rent of \$58,692 per month.) until buildout is complete, will Proposer reimburse City for this expense? If yes, will amount being reimbursed be the differential between existing rent and the holdover premium, or will it be the amount over proposed rent retroactive from September 1, 1991? (Please explain amount and overage calculations in detail.)
- _____
- _____
- _____
13. If Proposer is able to charge holdover rent under the existing lease (125% of current rent of \$58,692 per month.), will Proposer waive this holdover charge? _____
14. Will Proposer provide the City with an early termination benefit in which the City may terminate the subject lease early without penalty? _____ If yes, what is earliest termination date? _____ How many days notice must be given? _____

15. If Proposer is going to make improvements to the proposed space on behalf of the City, how long will those improvements take, and will Proposer guarantee a completion date ? If yes, please specify date of completion. _____
16. Any other provisions or benefits to the City that the Proposer may wish to provide.

All answers are attached

THE UNDERSIGNED PROPOSER OFFERS THE ABOVE TERMS AND CONDITIONS AS OF THIS DATE TO THE CITY AND COUNTY OF SAN FRANCISCO.


PROPOSER

9/19/91
DATE

4.

SL:kb/55
09/16/91

ANSWERS TO
PROPOSAL AND QUESTIONS FOR SUBMITTAL PERTAINING TO
1155 MARKET STREET

1. The Lembi Group made up of various entities: SKYLINE REIT, SKYLINE PROPERTY HOLDINGS, 950 FRANKLIN STREET ASSOCIATES and CHELSEA SQUARE, LTD., four California general partnerships, and THE LEMBI FAMILY REVOCABLE TRUST dated February 17, 1984, all as tenants-in-common, at 2101 Market Street, San Francisco, CA 94114.
2. Walter R. Lembi
Skyline Realty
2101 Market Street
San Francisco, CA 94114
3. Normand Grou
Law Offices of Bernard J. Schoenberg
One California Street, Suite 2424
San Francisco, CA 94111
4. 1155 Market Street
San Francisco, CA 94103
5. 37,805 net rentable square feet

6. (a)	<u>Lease Year</u>	<u>Annual Rate Per Sq. Ft.</u>
	1. 9/1/91 to 8/31/92	\$ 14.77
	2. 9/1/92 to 8/31/93	\$ 17.77
	3. 9/1/93 to 8/31/94	\$ 17.93
	4. 9/1/94 to 8/31/95	\$ 18.41
	5. 9/1/95 to 8/31/96	\$ 18.56
	<u>SEE ATTACHED RENT SCHEDULE</u>	

FIVE YEAR NET EFFECTIVE RATE PER SQUARE FOOT: \$17.49*

* NET EFFECTIVE RATE AS OF TERMINATION NOTICE \$16.98
IF EARLY TERMINATION RIGHT IS EXERCISED

(b)	<u>Net Rentable</u>	<u>Net Usable</u>
Floor: <u>4</u>	Area: <u>12,991 s.f.</u>	<u>11,759 s.f.</u>
<u>5</u>	<u>12,991 s.f.</u>	<u>11,759 s.f.</u>
<u>7</u>	<u>11,823 s.f.</u>	<u>10,610 s.f.</u>

(c) Not applicable.

7. (a) Proposer, at its sole cost and expense, shall recarpet and repaint the entire premises. The color selections of the paint, carpet and rubber base shall be acceptable to both Lessor and City. The carpet shall be Ridgefield by Designweave or equivalent. The repainting and recarpeting shall be done on weekends or during evenings so as to cause the least disturbance to Tenant's employees.

Tenant improvements of carpet and paint as stated above shall be deferred and completed at Lessee's option to be exercised no sooner than 1½ years and no later than three years from September 1, 1991.

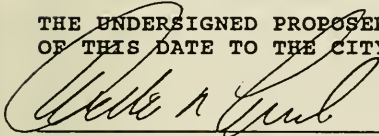
- (b) Either a solarscreen or mini-blinds shall be installed in windows on floors 4, 5 and 7 where requested by City.

Note: Prevailing wage shall be paid by all contractors and subcontractors working on the recarpeting and repainting.

8. Proposer, at its sole cost and expense, shall provide a tenant improvement allowance for Hetch Hetchy not to exceed \$25,000.
9. Yes; the full \$25,000.
10. As per the existing lease.
11. September 1, 1991.
12. This paragraph is technically not applicable to proposer, but it misstates the facts. If the existing lease is terminated during the holdover period, the holdover rent will be substantially in excess of the 125% figure.

13. No. Holdover rent is not chargeable if proposer's lease is renewed. If proposer's lease is not renewed, proposer will charge holdover rent substantially in excess of 125% of current rent, as allowed by original lease.
14. Yes; June 30, 1995; 180 days.
15. Yes (see paragraph 7 above).
16. If proposer's lease is renewed, proposer will waive all causes of action against the City as now exist regarding the lease extension. FURTHER, PROPOSER WILL AGREE IF THEIR PROPOSAL IS ACCEPTED TO GIVE THE CITY A 60-DAY OPTION TO EXTEND THE LEASE, NOW IN EXISTENCE ON THE 8TH FLOOR, UNDER THE SAME TERMS AND CONDITIONS AS SET FORTH HEREIN.

THE UNDERSIGNED PROPOSER OFFERS THE ABOVE TERMS AND CONDITIONS AS OF THIS DATE TO THE CITY AND COUNTY OF SAN FRANCISCO.



PROPOSER

9/19/91

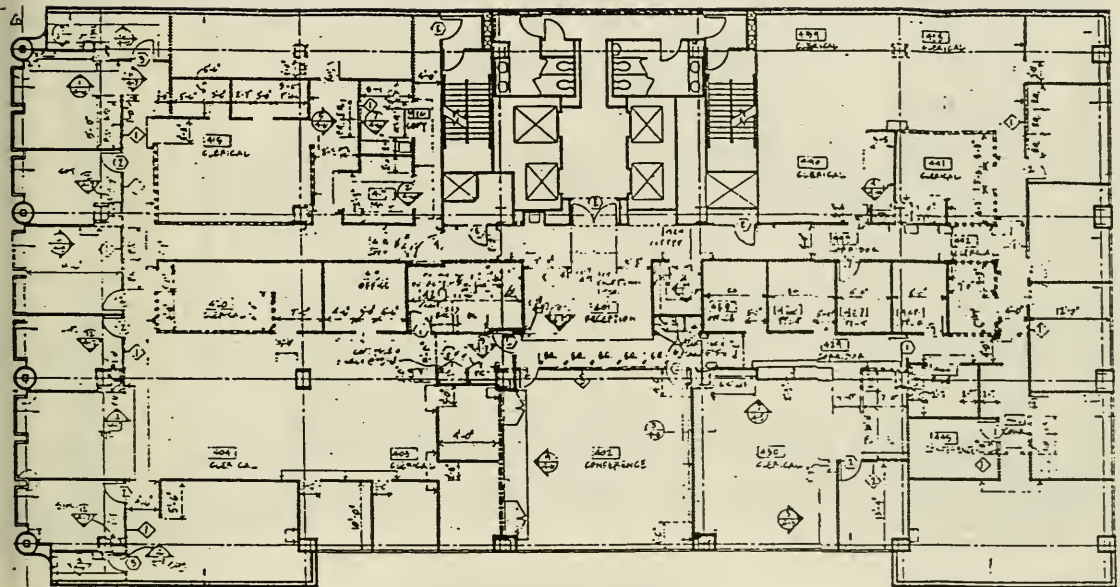
DATE

PROPOSED RENT SCHEDULE
FLOORS FOURTH, FIFTH AND SEVENTH
37,805 SQUARE FEET
1155 MARKET STREET
TENANT: CITY AND COUNTY OF SAN FRANCISCO

	P.S.F.	P.S.F.	P.S.F.	P.S.F.	P.S.F.
	\$14.77	\$17.77	\$17.93	\$18.41	\$18.56
	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
September	1991 29,346	1992 56,000	1993 56,500	1994 58,000	1995 58,500
October	29,346	56,000	56,500	58,000	58,500
November	29,346	56,000	56,500	58,000	58,500
December	29,346	56,000	56,500	58,000	58,500
January	1992 55,133	1993 56,000	1994 56,500	1995 58,000	1996 58,500
February	55,133	56,000	56,500	58,000	58,500
March	55,133	56,000	56,500	58,000	58,500
April	55,133	56,000	56,500	58,000	58,500
May	55,133	56,000	56,500	58,000	58,500
June	55,133	56,000	56,500	58,000	58,500
July	55,133	56,000	56,500	58,000	58,500
August	<u>55,133</u>	<u>56,000</u>	<u>56,500</u>	<u>58,000</u>	<u>58,500</u>
TOTAL	558,448	672,000	678,000	696,000	702,000

FIVE YEAR NET EFFECTIVE RATE PER SQUARE FOOT: \$17.49

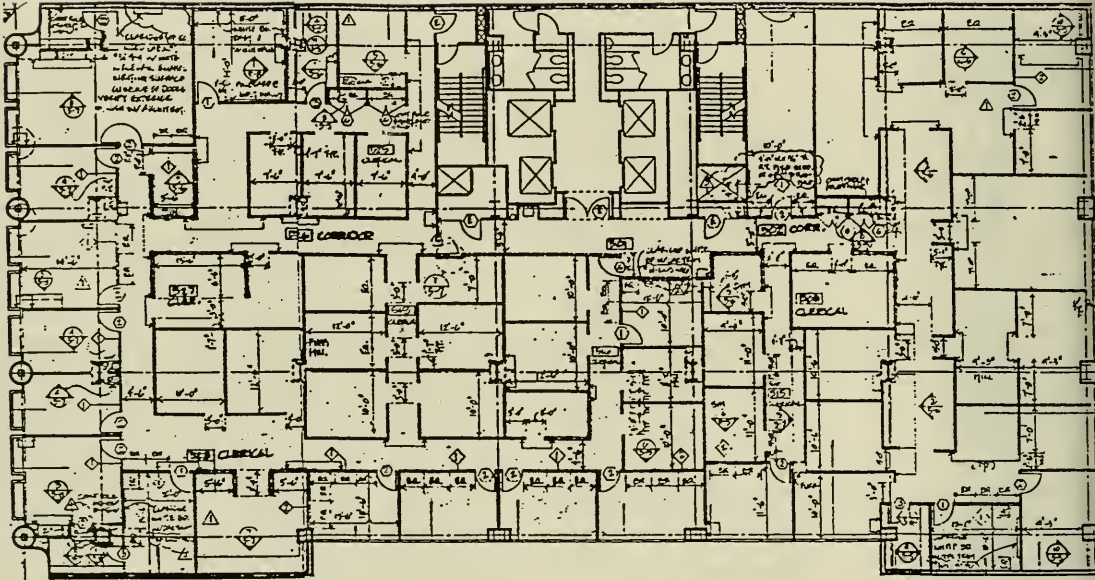
* NET EFFECTIVE RATE AS OF TERMINATION NOTICE \$16.98
IF EARLY TERMINATION RIGHT EXERCISED



1155 MARKET STREET
SAN FRANCISCO

TENANT
PARTITION
LAYOUT

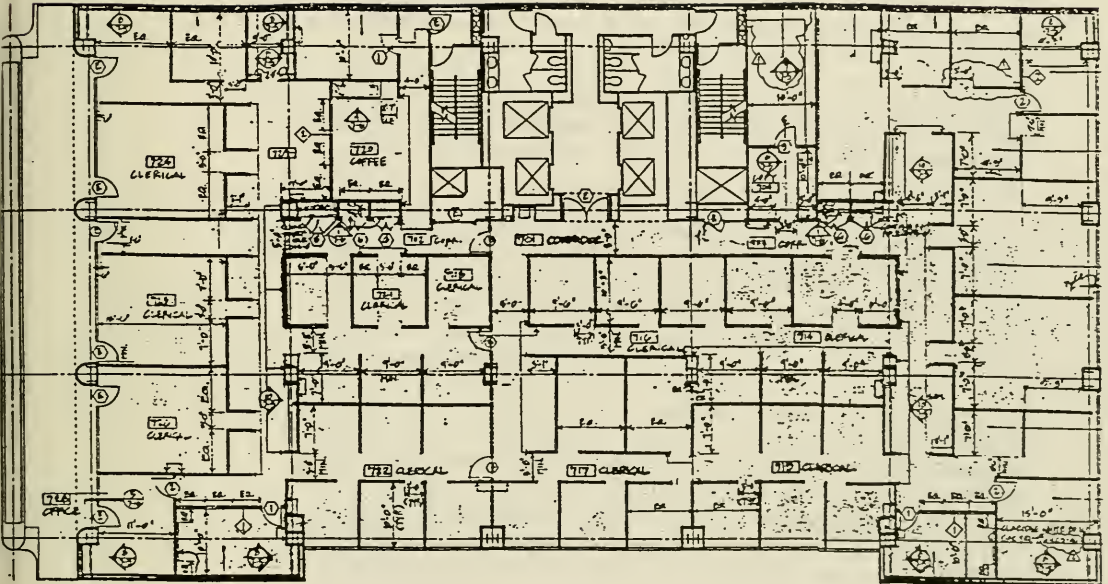
FLOOR
4



1155 MARKET STREET
SAN FRANCISCO

TENANT
PARTITION
LAYOUT

FLOOR
5



1155 MARKET STREET
SAN FRANCISCO

TENANT
PARTITION
LAYOUT

FLOOR
7

Item 6 - File 62-91-5

Department: Recreation and Park Department

Item: Ordinance approving a twenty-year lease with Stow Lake Corporation for establishing and operating a boat rental, bicycle rental and snack bar concession at Stow Lake, Golden Gate Park.

Description: The proposed ordinance would authorize the City, as Lessor, to enter into a twenty-year lease with the Stow Lake Corporation, as lessee. The proposed lease would become effective pending authorization from the Board of Supervisors, and would expire twenty years from this effective date. Included in the premises of the proposed lease would be the Boathouse area, and area immediately adjacent to Stow Lake, including the paved area, docks, floats and boat hoist.

Ms. Lucinda Scanlon of the Recreation and Park Department reports that the Department advertised for lease bids State-wide in journals and periodicals, including the Human Rights Commission's list of minority periodicals. Ms. Scanlon reports that Stow Lake Corporation was the only firm to submit a proposal.

Under the terms of the proposed lease, the Stow Lake Corporation would agree to have a fleet of 58 boats available for rental, and increase the fleet to 82 boats by purchasing at least 24 new boats prior to the Summer of 1993, and have one gas power-driven patrol boat ready for immediate use at all times for emergency situations. Stow Lake Corporation would also operate a snack bar concession under the terms of the proposed lease. Stow Lake Corporation also anticipates operating a bicycle rental in the basement of the Boathouse area which would begin by June 15, 1992, and anticipates providing no less than 50 bicycles for rent, and producing a bike trail map for Golden Gate Park which would be made available with bike rentals. The Stow Lake Corporation also may select to sublease the bicycle rental operation, or not operate any bicycle rental operation, and return possession of the basement area of the Boathouse to the City. The City would then have the right to lease this space to another tenant. Stow Lake Corporation may also select to install and operate vending machines.

Comments: 1. The following is a comparison of the annual rents which the City would receive from Stow Lake Corporation under the current lease and the proposed lease:

BOARD OF SUPERVISORS
BUDGET ANALYST

	<u>Current Lease</u>	<u>Proposed Lease</u>
Minimum Annual Payment	\$30,000	\$120,000*
Percent of Gross Receipts Paid to the City:		
Boat Rentals	23.5	31
Snack Bar Concessions	17.5	21
Bicycle Rentals	No rentals	31*

* If bicycle rentals are operated by a sublessee, the City would receive 50 percent of the monthly flat rent paid to Stow Lake Corporation. If Stow Lake Corporation selects not to operate a bicycle rental operation and returns possession and control of the space to the City, Stow Lake Corporation's minimum annual rent would be reduced from \$120,000 to \$110,000 annually.

2. Mr. Cal Tilden, President of the Stow Lake Corporation has projected revenues for the proposed lease. Mr. Tilden indicates that these estimates are for a twelve month period and are based upon historic gross revenues, and assume the implementation of a new marketing program, expansion of the boat fleet, and the start-up of a bicycle rental operation. Based upon the gross revenue estimates supplied by the Stow Lake Corporation, the projected revenues to the City for five years under the proposed lease would be as follows:

Year 1	\$ 120,000*
Year 2	139,000
Year 3	145,960
Year 4	153,280
Year 5	<u>160,910</u>
Total:	\$ 719,150

*The Budget Analyst has estimated these these projected revenues to the City based upon the amount of projected gross revenues provided by the Stow Lake Corporation. The Recreation and Park Department concurs with the projected gross revenue estimates.

3. Ms. Scanlon reports that the current lease with Stow Lake Corporation expired on August 31, 1991. However, Ms. Scanlon explains that currently Stow Lake Corporation is operating under a month-to-month agreement which extends the current terms of the lease through November 1, 1991. Ms. Scanlon also reports that if the proposed lease is not approved by the Board of Supervisors by January 1, 1992, for the Stow Lake Corporation would owe the City on an monthly basis the greater of one-twelfth of \$30,000 or a total of ten percent of the

BOARD OF SUPERVISORS
BUDGET ANALYST

gross receipts from boat rentals and snack bar concessions retroactively through November 1, 1991. Ms. Scanlon explains that this agreement was negotiated in order to expedite the approval of the lease.

4. Under the proposed lease, Stow Lake Corporation would be required to pay for telephone service, alarm system service, and the cost of bringing any new electrical, gas and plumbing installations into the Boathouse area.

5. The Recreation and Park Commission would have the right to review and approve increases in rates and charges for recreational activities, food and beverages.

6. Under the proposed lease, the Stow Lake Corporation would contribute \$20,000 during the first year of the lease for capital improvements to replace the boat hoist and floor of the snack bar area. Stow Lake Corporation would also contribute \$15,000 during the sixth year of the lease to be used for additional capital improvements in the Stow Lake Boathouse area. The improvements which would occur would be subject to approval by the Recreation and Park Commission.

7. Ms. Scanlon reports that the proposed lease is for twenty years because Stow Lake Corporation initially submitted a ten-year proposal, including an option which stated that when the contract would be put out to bid in ten years, the Stow Lake Corporation would have the right to match the highest bidder. Ms. Scanlon indicates that this would put the City at a disadvantage since other contractors would have no incentive to bid if their bids would be able to be matched by the Stow Lake Corporation. Therefore, the Recreation and Park Department negotiated a twenty year lease with Stow Lake Corporation instead of a ten-year lease with an option to match the highest bidder. The Budget Analyst notes, however, that approval of a twenty year lease does not provide the City with the opportunity to reevaluate the market conditions after ten years, or whether greater revenues could be achieved through another lessee. Therefore, the Budget Analyst recommends to approve the proposed lease for ten years, but approval of the proposed lease for an additional ten years is a policy matter for the Board of Supervisors.

8. Mr. Phil Arnold of the Recreation and Park Department reports that Stow Lake Corporation would not agree to a term for less than twenty years with the payment to the City being the greater of either \$120,000 annually or the total of 31 percent of boat rentals, and 21 percent of snack bar concessions. Mr. Arnold indicates that Stow Lake Corporation would reduce the minimum annual payment to

BOARD OF SUPERVISORS
BUDGET ANALYST

an amount less than \$120,000 annually, and to a lesser percentage of gross receipts. Therefore, the City would receive less annual revenues if the City enters into a ten year lease.

9. The Recreation and Park Commission approved the proposed lease on August 16, 1991.

Recommendation: 1. Approve the proposed lease for ten years.
2. Approval of the proposed lease for an additional ten years is a policy matter for the Board of Supervisors.

Item 7 - File 97-91-45

- Department:** Department of Agriculture and Weights and Measures
- Item:** Ordinance amending the City's Administrative Code by amending Section 1.13-3, changing the title of the organization responsible for contracting with the City and County of San Francisco for pesticide regulation.
- Description:** Currently, under Section 1.13-3 of the Administrative Code, the President of the Board of Supervisors is authorized to execute an annual contract between the Director of Food and Agriculture of the State of California and the Board of Supervisors for services to implement new pesticide permit regulations as provided by State legislation. Under the proposed ordinance, the President of the Board of Supervisors would be authorized to execute an annual contract between the California Department of Pesticide Regulations instead of the Director of Food and Agriculture of the State of California, for the purposes noted above.
- Comments:**
1. The Department of Agriculture and Weights and Measures reports that the Pesticide Regulation Division of the California Department of Food and Agriculture has been transferred to the California Department of Pesticide Regulations. As such, it is necessary to correct the agency title in Section 1.13-3 of the Administrative Code.
 2. Under the contract with the State, the City is reimbursed for performing pesticide work that is mandated by the State. State reimbursements total approximately \$1,800 annually.
- Recommendation:** Approve the proposed ordinance.

Item 8 - File 97-91-46

Department: Department of Agriculture and Weights and Measures

Item: Ordinance amending the Administrative Code by amending Section 1.10, changing the fees charged for inspection of agricultural products.

Description: 1. Section 1.10 of the Administrative Code establishes the fees to be charged for agricultural products which are shipped from the United States to foreign countries. The proposed ordinance would amend Section 1.10 to increase the inspection fees, effective January 1, 1992, as follows:

<u>Number of Packages</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Difference</u>	<u>Percent Change</u>
1-100	\$10.00	\$15.00	\$5.00	50.0%
101-200	12.00	20.00	8.00	66.6
201-500	15.00	25.00	10.00	66.6
501-1000	15.00	25.00	10.00	66.6
over 1000	20.00	30.00	10.00	50.0

2. In addition to the above fees, the fee for each certificate of fumigation, would be increased by an additional \$15.00 or 150 percent from \$10.00 to \$25.00.

3. The minimum charge for any single certificate of inspection would be increased by \$5.00 or 50 percent from \$10.00 to \$15.00.

Comments: 1. The Department of Agriculture and Weights and Measures reports that the proposed fee increases represent the first fee adjustments since 1980. The Department advises that these increases will allow the Department to recover its costs for the mandated inspection of agricultural products to be shipped from the United States to foreign countries.

2. The Department reports that fees charged for inspection of agricultural products generated \$11,696 in revenues for 1990-91. The total projected annual revenue for 1991-92, under the current fees, is \$14,000. The Department estimates that, based on the current level of fee inspections remaining relatively constant, the above-noted fee increases will generate additional annual revenues of approximately \$8,120. Since the proposed increase in fees would become effective January 1, 1992, it is anticipated that the proposed fee increases would generate an additional \$4,060 in 1991-92, bringing the total projected annual revenue to \$18,060 for 1991-92. The

BOARD OF SUPERVISORS
BUDGET ANALYST

Department's estimated cost to provide these services for 1991-92 is \$17,000 to \$18,000.

3. As noted above, the inspection fees have not been increased since 1980. The Department reports that the reason the proposal to increase the fees is being submitted now, is because the cost to provide the inspection services only recently exceeded the amount of revenue generated by the fees.

Recommendation: Approve the proposed ordinance to increase inspection fees to directly offset the costs of providing such services.

Item 9 - File 27-91-7

Department: Airports Commission

Item: Ordinance approving Modification No. I of Lease Agreement No. 82-0315 between China Airlines and the City and County of San Francisco, acting by and through its Airports Commission

Annual Amount: \$9,804

Description: The proposed modification would delete 297 square feet of office space from China Airlines' leased space at the San Francisco International Airport International Terminal (see map attached).

Comments: 1. The Airports Commission on July 2, 1991 approved a resolution (No. 91-0157) approving the proposed modification to the lease, effective August 15, 1991.

2. According to Mr. Bob Rhoades of the San Francisco International Airport, China Airlines has already vacated the proposed area. However, Mr. Rhoades advises, China Airlines will continue to pay rent for the vacated space until the Board of Supervisors approves the proposed ordinance. Upon approval, China Airlines would be reimbursed any rent paid after August 15, 1991, in conformance with the resolution of the Airports Commission.

3. Mr. Rhoades reports that the Federal Aviation Administration (FAA) plans to lease the proposed vacated area, for \$817 per month or \$9,804 annually, the same rate as China Airlines currently pays, as soon as minor repairs are completed. The FAA would lease the proposed space on a month-to-month basis, beginning on or about October 15, 1991.

4. Since China Airlines' vacation of the space was effective August 15, 1991, there would be a two-month period in which the space would go unrented, for a total revenue loss of \$1,634.

5. The China Airlines' lease which includes 58,679 square feet, not including the proposed vacated space, would expire in 2011.

Recommendation: Approve the proposed resolution.

UNITED
1590 ϕ Crew
6078 -

MEXICANA 5369

II
JMT: USE
102APHILIPPINE
PAN AM
UNITED,57 ϕ

Areas are approximate;
to be adjusted and recess-
called with as-built draw-
ings.

FIRST FLOOR PLAN

II
(PERMIT)
1043 ϕ I
UNITED
492 ϕ II
UNITED
120 ϕ I
UNITED
271 ϕ I
UNITED
71 ϕ I
UNITED
44 ϕ

CHINA
BURMA
JAPAN
MEXICANA
PAN AM
QATAR
SINGAPORE

PERMANENT

QATAR & SINGAPORE



AIRLINE NAME	CATEGORY	AREA
UNITED	I	99 ϕ
UNITED	I	99 ϕ
CHINA	II	271 ϕ
MEXICANA	II	336 ϕ
UNITED	I	271 ϕ
UNITED	II	120 ϕ
UNITED	I	492 ϕ
UNITED	II	1590 ϕ
PHILIPPINE PAN AM UNITED	II	4357 ϕ



Item 10 - File 124-91-6

Note: This item was transferred from the Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.

The proposed ordinance would amend Part II, Chapter XI of the City's Traffic Code by adding Section 49 to Article 3 providing for November and December holiday parking and traffic regulations.

Description

During the 1990 holiday shopping season - between the day after Thanksgiving through New Years Day - the Department of Parking and Traffic (DPT) organized a coordinated effort to manage transportation conditions in the Union Square area. The intent was to improve the movement of traffic and reduce traffic congestion around Union Square during the holiday season. Major elements of this program included: efforts to improve parking, traffic, and transit conditions; provision of public information; maximization of the effectiveness of the parking and traffic enforcement program; and reduction of impediments to pedestrian circulation. The proposed ordinance would codify the DPT's 1990 holiday shopping season management of transportation conditions program in Union Square.

Comments

1. Although the proposed ordinance is intended to codify the 1990 transportation management program, the proposed ordinance does not specify the exact regulations of the holiday parking and traffic management scheme. Instead, the proposed ordinance states that such regulations shall include but not be limited to the following:

1. Prohibition of parking.
2. Prohibition of stopping.
3. Tow-away enforcement for violation of parking or stopping prohibitions.
4. Prohibition of left-hand and right-hand turns.

Furthermore, the proposed ordinance designates the Metropolitan Traffic District as the geographic area and lists the entire months of November and December as the time period. However, Mr. Gerald Robbins of DPT advises that the DPT intends to develop the regulations to take effect between the day after Thanksgiving through New Year's Day and primarily around Union Square.

2. According to Mr. Robbins, the proposed ordinance was written in such a way as to allow DPT to be responsive to unforeseen holiday parking and traffic

conditions without being required to return to the Board of Supervisors to amend the proposed ordinance.

3. Although not included in the proposed ordinance, Mr. Robbins advises that the DPT plans to use signs indicating full parking lots and the locations of other less used parking lots as well as putting up signs directing parkers in advance toward underutilized garages such as the Moscone Center Garage. The DPT would also work with Macys and other large department stores to include parking and public transportation information in their holiday advertisements.

4. The DPT intends to prohibit parking in meter parking spots on parts of O'Farrell, 4th, and Stockton Streets to help increase the flow of traffic in those areas. According to Mr. Robbins, approximately 43 meters would be unavailable for use during the holiday season. These 43 meters would normally be in service for approximately nine hours a day at \$1.50 per hour for a total of \$581 daily in lost meter revenue. The proposed ordinance would be in effect for approximately 33 days, five days of which are Sundays and holidays, leaving 28 days of possible meter collections. Therefore, total lost meter revenue from the closure of meter spots would be up to \$16,268 (\$581 per day x 28 days).

5. The DPT also intends to enforce the anti-gridlock law which prohibits vehicles from entering into an intersection without being able to clear it. The fine for violating the anti-gridlock law is \$50 which, according to Mr. Robbins, could substantially increase revenues to the City. However, Mr. Robbins reports that DPT did not ticket any vehicles last year for creating a gridlock. Mr. Robbins advises that any additional staffing required to enforce the anti-gridlock law has been budgeted in the DPT's FY 1991-92 budget.

6. According to Mr. Robbins, any overtime or extra materials needed to implement the proposed ordinance have been included in the Department's FY 1991-92 budget.

7. Although difficult to quantify, the Department advises that the proposed ordinance could increase sales tax revenues to the City by facilitating access to the City's main shopping area. In addition, the Department advises that the proposed ordinance could reduce operating delays for the MUNI buses thereby reducing costs to MUNI. The operating costs for MUNI buses is \$60 per hour per bus.

8. On September 10, 1991, the Economic and Social Policy Committee recommended approval of the proposed ordinance.

Recommendation

The proposed ordinance is a policy matter for the Board of Supervisors.

Items 11, 12 and 13 - Files 30-91-19, 101-91-10, and 102-91-5

Departments: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)
Community Mental Health Services (CMHS)
Department of City Planning

Items: Resolution adopting final environmental impact report (File 30-91-19) finding that the construction of a Mental Health Skilled Nursing Facility at San Francisco General Hospital will not have a significant impact on the environment and making Proposition M findings.

Supplemental Appropriation Ordinance (File 101-91-10) appropriating \$23,000,000 for various capital improvement projects, for the creation of one (1) position and deletion of one (1) position, for fiscal year 1991-92.

Ordinance amending the Annual Salary Ordinance (File 102-91-5) reflecting the addition of one position and the deletion of one position in the Department of Public Health, San Francisco General Hospital, using funds from the 1987 Mental Health Skilled Nursing Facility Bond Program.

Description: In November of 1987, the voters approved a \$26,000,000 bond issue for the construction of a Mental Health Skilled Nursing Facility. The first bond sale occurred in June of 1988 for \$3,000,000. The City's second bond sale of \$23,000,000 for the Mental Health Skilled Nursing Facility occurred on June 19, 1991. To date, the City has expended funds from the first bond sale on facility design, drawings, project specifications, an environmental impact report, project management services, financial/legal services and a State plan review.

The proposed ordinance (File 101-91-10) would appropriate the \$23,000,000 in bond proceeds from the City's second bond sale for the construction phase and associated project management services for the project. The proposed Annual Salary Ordinance (File 102-91-5) would add one A942 L Senior Associated Administrator position, and delete one A942 W Senior Associated Administrator position in SFGH's budget, thereby reclassifying the position as a limited tenure position. The A942 L Senior Associated Administrator would act as the DPH's project manager for the proposed Mental Health Skilled Nursing Facility. The proposed resolution (File 30-91-19) would adopt the final EIR for the Mental Health Skilled Nursing Facility which has been completed by the Department of City Planning.

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The SFGH Mental Health Skilled Nursing Facility would include the construction of a 185-bed, sub-acute mental health care facility in two buildings, totalling about 90,000 square feet, with an outdoor activity area and landscaped open space. Under the proposed project, 145 parking spaces and loading area would be added, and 220 parking spaces and a vacant area would be eliminated. The proposed SFGH Mental Health Skilled Nursing Facility would be bounded by U.S. Highway 101, the SFGH Medical Center, and Potrero Avenue between 20th Street and 21st Street.

Comments:

1. The DPH reports that the proposed \$23,000,000 in bond funds (File 101-91-10) would be used as follows:

<u>DPH Project Management Services</u>	\$ 207,926
<u>Departmental Work Orders</u>	
Controller's Office-Financial Advisor	40,700
City Attorney's Office-Bond Counsel	12,500
CAO's Office-Bond Coordination	6,000
<u>DPW Construction Management</u>	1,108,074
<u>DPW Construction Costs</u>	<u>21,624,800</u>
Total Budget:	\$23,000,000

2. The DPH Project Management Services would be provided by an A942 Senior Associated Administrator. Ms. Ana Marino-Gosh of SFGH reports that the position would act as a liaison for the City throughout the construction of the Mental Health Skilled Nursing Facility, and the position would also have to be familiar with emergency treatment of mental health patients in order to assist with the transition of patients to the Mental Health Skilled Nursing Facility.

3. Because bond funds would be used to fund the A942 Senior Associated Administrator position, the proposed ordinance (File 102-91-5) would add an A942 L Senior Associated Administrator and delete a A942 W Senior Associated Administrator position from the Annual Salary Ordinance for 1991-92 in order to reclassify the position as a limited tenure position. A position designated as a limited tenure position must be justified by the Department in the line item explanations as part of the annual budgeting process.

4. An A942 W Senior Associated Administrator position was added to the hospital work order fund at a salary of \$104,557.

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This position represented a substitution for a deleted 9750 Staff Assistant IX position which was funded through the \$3,000,000 in proceeds from the first bond sale for the proposed Mental Health Skilled Nursing Facility. The substitution results in an increase of \$28,158 in salary (from \$76,399 to \$104,557 annually). A portion of the A942 W Senior Associated Administrator's position continued to be funded through bond funds in order to provide DPH project management services for the proposed Mental Health Skilled Nursing Facility, although this employee also assumed additional duties related to SFGH operations. Ms. Susan Ehrlich of the DPH reports that the cost of this position upgrade is more than offset by the elimination of a 2143 Assistant Hospital Administrator position with a salary of \$71,000. Ms. Ehrlich indicates that the upgraded A942 W Senior Associated Administrator position performs the duties and responsibilities previously provided by two positions, the 9750 Staff Assistant IX and the 2143 Assistant Hospital Administrator.

5. In order to compensate the Mental Health Skilled Nursing Facility bond funds for the increase in salaries and services to SFGH operations, SFGH has agreed to pay for a portion of the salary to fund the A942 W Senior Associated Administrator position. As noted above, a portion of the A942 W Senior Associated Administrator position for DPH Project Management Services is funded through bond funds. The annual salary for the A942 W Senior Associated Administrator is \$104,557. Including fringe benefits, the position would cost approximately \$131,742 annually, or approximately \$395,226 through FY 1993-94. The portion of the salary and fringe benefits which would be funded through bond funds would be as follows:

FY 1991-92	\$ 720*
FY 1992-93	101,076
FY 1993-94	<u>106,130</u>
Total	\$207,926

*\$95,013 would be funded from the remainder of the proceeds from the first bond sale of \$3,000,000 for a total of \$95,733 for FY 1991-92.

6. Mr. Fred Weiner of the CAO's Office reports that the \$40,700 which is budgeted for the Controller's Office - Financial Advisor would be used to pay for services provided by Public Financial Management and Charles A. Bell Securities Corporation. Mr. Weiner indicates that these firms were retained for the issuance of the bond sale. The \$12,500 which is budgeted for the City Attorney's Office Bond

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Counsel costs would be used to pay for counseling services provided by Brown, Wood, Arnette and Hastie. Only Charles A. Bell is a City-certified as MBE firm. Mr. Weiner also reports that the \$6,000 budgeted for the CAO's Office Bond Coordination would be used to pay for in-house bond coordination services provided by the CAO's Office.

7. Mr. Jim Buker of the DPW's Bureau of Architecture reports that the \$1,108,074 which is budgeted for DPW Construction Management costs would be used as follows over approximately 26 months:

<u>DPW Construction Management</u>		\$ 386,000
Principal Architect	2 hrs/wk	
Senior Architect	5 hrs/wk	
Project Architect	32 hrs/wk	
Architectural Assistant	8 hrs/wk	
Secretary	8 hrs/wk	
 <u>DPW Construction Inspection</u>		 312,000
Senior Inspector	1 hrs/wk	
Inspector	40 hrs/wk	
 <u>Consultant Architect</u>		 348,000
Kaplan, McLaughlin, Diaz		
 <u>Contingency</u>		 <u>62,074</u>
(Approximately 5.6 percent)		
 Total Construction Management		 \$1,108,074

8. Mr. Tony Leong of the DPW's Bureau of Architecture reports that the Consultant Architect, Kaplan, McLaughlin, Diaz would be undertaking the proposed project as a joint venture with Gordon H. Chong & Associates which is a City-Certified LBE/MBE firm. In addition, the Mechanical Engineer, the Electrical Engineer, the Landscape Architect, and the Civil Engineer which would be subconsultants to Kaplan, McLaughlin, Diaz are City-certified as either MBE, WBE or LBE firms. Mr. Leong indicates that these City-certified subconsultants would perform over 50 percent of the subconsultant work.

9. Mr. Buker reports that the DPW anticipates bids for the construction contract would be issued in December, 1991, and construction is scheduled to be completed by approximately the end of FY 1993-94. Because the construction contract has not yet been issued, the Budget Analyst recommends that the \$21,624,800 budgeted for construction be reserved pending the

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selection of a contractor, identification of the MBE/WBE/LBE status of the contractor and specific cost details.

10. The Department of City Planning prepared and certified an Environmental Impact Report (EIR) for the project on October 25, 1990, and determined that the project would not have a significant effect on the environment. The proposed resolution (File 30-91-19) would adopt these findings. The Department of City Planning finds that there is no evidence that the proposed project would have a negative impact on the environment. These findings have been adopted pursuant to the California Environmental Quality Act (CEQA) and pursuant to Proposition M. As noted above, the proposed Skilled Nursing Facility upon completion would increase the number of parking spaces by 145, but also eliminate 220 parking spaces, resulting in a net loss of 75 parking spaces. Mr. Dave Felthom of the City Planning Department reports that a proposed restriping project would create a total of 101 additional parking spaces, which would replace the loss of 75 spaces and provide 26 additional parking spaces. Mr. Felthom also reports that after completion of construction of the Mental Health Skilled Nursing Facility, there would be a new demand for parking of 98 spaces, of which 26 spaces are available through the restriping of existing parking lots. Mr. Felthom advises that the EIR which the proposed resolution (File 30-91-19) would adopt has concluded that the remaining 72 spaces (98 spaces less 26 spaces) would have to be absorbed by existing on-street parking. According to Mr. Felthom, given the current shortage of parking in the area, the EIR has concluded that the incremental effect of having an additional shortage of 72 parking spaces would not have a negative impact on the environment. Due to concerns over the apparent general lack of parking in the residential and commercial areas surrounding SFGH, Mr. Felthom reports that an EIR has begun for the proposed construction of an 80,000 square foot, 1,400-stall public parking facility at 24th and Utah streets on property owned by the Public Utilities Commission's Municipal Railway.

- Recommendations:**
1. Reserve the \$21,624,800 budgeted for DPW Construction pending the selection of a contractor, identification of the MBE/WBE/LBE status of the contractor, and specific cost details (File 101-91-10). Approve the proposed ordinance as amended (File 101-91-10).
 2. Approve the proposed ordinance (File 102-91-5).
 3. Approve the proposed resolution (File 30-91-19).

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Item 14 - File 101-91-11

Department: Department of Public Works (DPW)

Item: Supplemental Appropriation Ordinance for capital improvement project (various locations, traffic signal modification) and certifying funds from capital improvement project (various locations, traffic signal modification) to cover overage above ten percent of contracted amount pursuant to provisions of Charter Section 7.203.

Amount: \$19,573

Source of Funds: 1987 Street Improvement Bond

Description: The DPW reports that the proposed supplemental appropriation in the amount of \$19,573, would be used to fund contract modifications, which exceed ten percent of the original contract, for the Potrero Avenue and Army Street, Traffic Signal Modification Project. Charter Section 7.203 requires authorization of the Board of Supervisors if a contract is changed by more than ten percent of the original contract amount.

The Potrero Avenue and Army Street, Traffic Signal Modification Project consists of an upgrading of existing traffic signals, at 14 intersections, along Potrero Avenue and Army Street. The upgrading of the signals is necessary to meet current standards and regulations. During excavations it was determined that additional work and stronger traffic signal poles would be necessary. As such, it is estimated that the total cost of installation would exceed the original allocation for contractual services plus the ten percent contingency allowance.

The original and revised budgets for the Potrero Avenue and Army Street, Traffic Signal Modification Project are as follows:

<u>Original Project Budget</u>	
Contractual Services	\$242,968
Contingency (Ten Percent)	<u>24,297</u>
Total - Budgeted Funding	\$267,265

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<u>Revised Project Cost Estimate</u>	
Original Contractual Services	\$242,968
Contract Modifications for Additional Work and Stronger Poles	<u>43,870</u>
Total - Revised Estimated Cost	286,838
Additional Funding Required	<u>\$19,573</u>

As reflected above, the revised project cost estimate includes contract modifications of \$43,870, which is 18 percent greater than the original contract amount of \$242,968.

Comment: According to Mr. Joe Ovadia of the DPW, the project construction was started at the beginning of July, 1991 and it is anticipated that the project will be completed by mid-October of 1991.

Recommendation: Approve the proposed ordinance.

Item 15 - File 101-91-12

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Ordinance appropriating funds for a capital improvement project (evaluation of Bayside Treatment).

Amount: \$750,000

Source of Funds: General Obligation Bond Interest Accumulation

Description: In the early 1970s, in response to State and Federal laws, the City developed a long range plan to construct facilities for control of combined sewer overflows from the City's sewerage system. The Board of Supervisors approved this long-range plan on January 17, 1975.

The Bayside wastewater facilities, located along the eastern boundaries of the City, are an interdependent system of transport, storage, pumping and treatment of sewage with the goal of reducing sewage overflows. The majority of these facilities have been planned, designed and constructed. The elements around the Northern Waterfront to Central Basin are completed and functioning as well as facilities in the Yosemite Basin. Construction is ongoing in the Southeastern district, in the Sunnydale area and in the Central Basin area (Mariposa facility) and are expected to be completed in Spring of 1992. In the Islais Creek area, the design of facilities is now underway and the Clean Water Program is ready to advertise for construction on the first of the combined sewer overflow control projects in the area. Planning is completed for the Islais Creek station to transport flow to the Southeast Plant for treatment. Attached is a map of the Bayside wastewater facilities as prepared by the Clean Water Program that reflects the locations and phase of completion for each facility.

However, no examination has been made of the ultimate level of treatment of wastewater and how and where to dispose of or reuse the wastewater. Currently, the City discharges all of its treated wastewater into the Bay. The City's 1975 long-range plan called for a crosstown tunnel to carry the treated wastewater to the ocean. The Department is now reconsidering this original plan to evaluate possible different scenarios such as reusing the reclaimed wastewater, continuing to dispose of it into the Bay, building the crosstown tunnel or a mixture of all three. According to the Clean Water Program, three issues regarding water

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treatment and disposal now face the City. These three issues include:

1. The Regional Water Quality Control Board has issued a revised Basin Plan for the Bay Area which includes new and more stringent requirements for discharge of sewage flow into the Bay and ocean.
2. The drought has caused the Clean Water program to consider reusing wastewater rather than discharging it.
3. The discharge of treated effluent to Islais Creek during the wet weather season. This discharge location does not provide the required dilution for treated effluent.

To address these three issues, the proposed supplemental appropriation would fund studies and analysis on the best options and combinations for treatment, disposal and reuse of dry and wet weather wastewater. According to Ms. Michele Pla of the Clean Water Program, the proposed studies would result in new options for treatment, reuse and disposal of the City's wastewater.

The schedule for the proposed studies is as follows:

Complete Required Technical Studies	March of 1993
Complete Environmental Review	June of 1993
Adoption by the Board of Supervisors	September of 1993

Budget:	<u>Activity</u>	<u>Amount</u>
	Project management	\$50,000
	Develop detailed study plan	10,000
	Evaluate ability to achieve water quality objectives.	20,000
	Evaluate processes, sites and costs for possible additional treatment	75,000
	Update previous routing and cost estimates for the Crosstown Tunnel	25,000
	Evaluate the operational advantages and disadvantages of crosstown export	20,000
	Evaluate treatment requirements, processes sites, and costs for reclamation of Bayside effluent	80,000

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<u>Amount</u>	<u>Activity</u>
Re-evaluate costs and operational issues for Improved Bay Outfall System	50,000
Develop costs for various treatment system alternatives at the Bayside and Westside Treatment plants	40,000
Public Participation	100,000
Prepare project report	30,000
Prepare environmental impact statement	<u>250,000</u>
Total	\$750,000

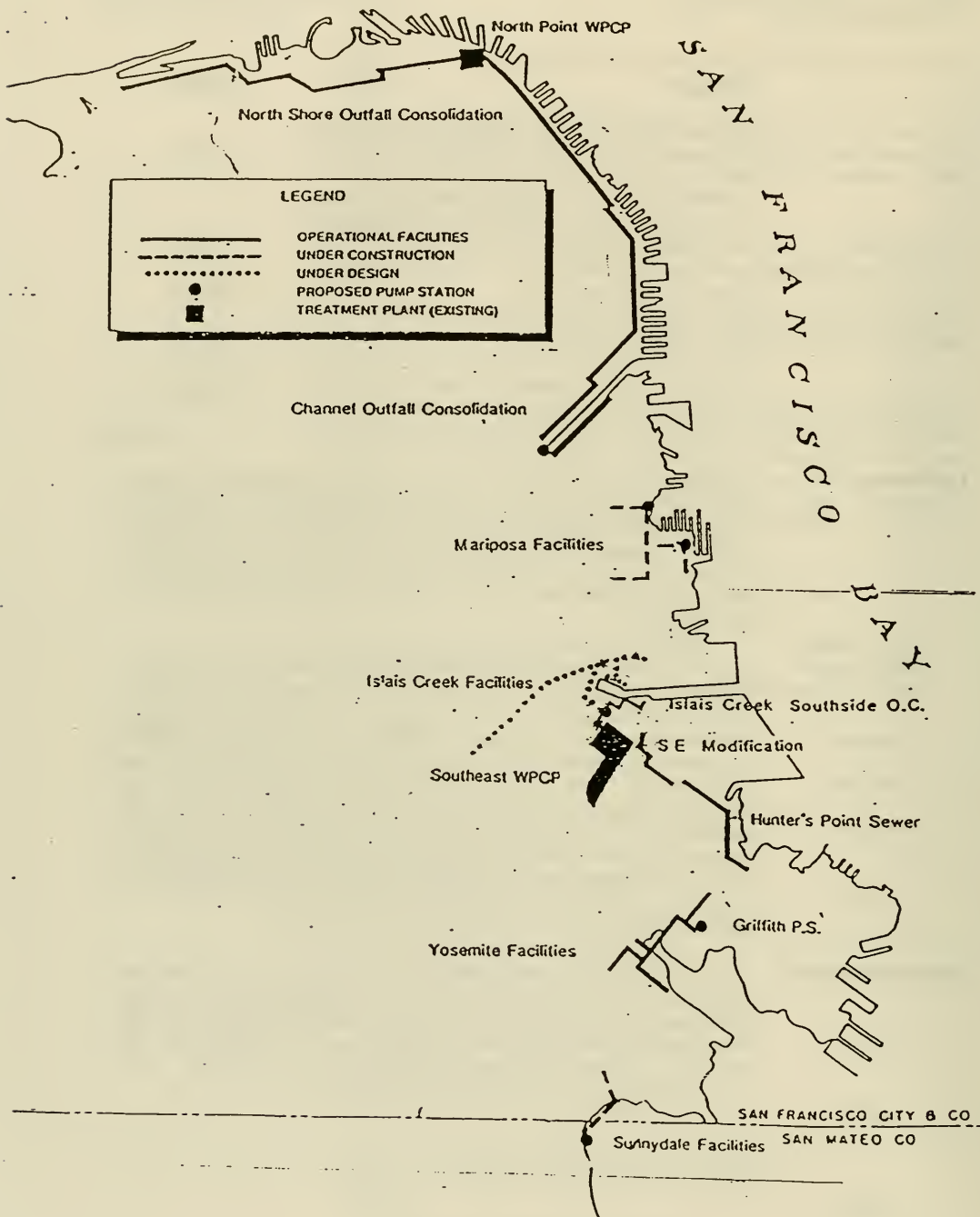
Comments:

1. According to Ms. Michele Pla of the Clean Water Program, the Department intends to request State Water Resources Control Board participation in the financing of the proposed studies through possible future construction loans. The State Water Resources Control Board will help finance the proposed studies if some form of construction results from the studies.

2. Ms. Pla reports that the Clean Water Program intends to perform, in house, all but two of the proposed activities. Public Participation, in the amount of \$100,000, would be contracted out to Business Development Incorporated (BDI), a contractor under an existing Clean Water Program Master Agreement. BDI is a City-certified MBE firm. The preparation of the Environmental Impact Statement would be contracted out in the future through a Request for Proposal process. As such, the \$250,000 budgeted for the preparation of the Environmental Impact Statement should be placed on reserve pending submission of the firm's name, its MBE/WBE status and a budget for the activity.

Recommendation: Amend the proposed ordinance to reserve the \$250,000 budgeted for the preparation of an Environmental Impact Statement pending the Department's submission of the firm's name, its MBE/WBE status and a budget for the activity. Approve the proposed ordinance as amended.

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Item 16 - File 101-91-13

Department: Fire Department

Item: Supplemental Appropriation Ordinance for the construction of the Emergency Coordination Center (also known as the Emergency Operation Center)

Amount: \$234,317

Source of Gift: Interest earned on 1986 Fire Protection Bond (Proposition A) funds

Description: In November, 1986, City voters approved the issuance of Fire Protection System Improvement Bonds (Proposition A). Funds from the bond sale in the amount of \$46,200,000 are to be used for the improvement of the City's fire protection system, including the construction of a high pressure water system and a new Emergency Coordination Center (ECC).

According to the original plan for construction of the new ECC, the new facility would be completed by the year 2000. However, the October 17, 1989, earthquake demonstrated that the existing ECC is inadequate and that a larger, better equipped ECC is needed immediately for temporary use until construction of permanent ECC is completed. The temporary ECC would be constructed on Fire Department property at 1003 Turk Street adjacent to the Department of Recreation and Park property.

The ECC's purchase and installation costs would be funded from interest earned on the proceeds of the first Proposition A bond issuance that the City Treasurer invested until actually needed for costs of installing the high pressure water system.

The original cost estimate for the ECC project was \$680,000. Subsequently, the cost estimate was revised upward by \$232,500 to \$912,500 for the ECC project. The proposed supplemental appropriation ordinance would provide funding for a second upward revision of the estimated cost by \$234,318 to a total estimated cost of \$1,146,817. A summary of the original and second revised cost estimates is as follows:

	<u>Original Estimate</u>	<u>Second Revised Estimate</u>
Construction	\$335,000	\$798,960
Purchase and installation of three modular buildings on permanent foundations		
Site Work	100,000	51,560
Site preparation, disabled access ramp and landscaping		
Emergency Generator	100,000	57,800
Contingency	50,000	90,832
Ten percent of construction, site work and generator costs		
Construction Management	20,000	72,665
Performance by Department of Public Works. Eight percent of construction, site work and generator costs.		
Design	75,000	75,000
Performed by Department of Public Works		
Total ECC Project Cost Estimate	<u>\$680,000</u>	<u>\$1,146,817</u>
Less Previously Approved Supplemental Appropriation Ordinances		
File 101-89-149.2		75,000
File 101-89-149		<u>837,500</u>
Proposed Supplemental Appropriation		\$234,317

Mr. Mark Dorian of the Department of Public Works, Bureau of Architecture reports that the increase in the cost estimate for the ECC is due primarily to changes in the ECC overall design and construction requirements. The original estimate was based on two modular buildings installed on a flat lot using normal strength materials and fixtures. The cost estimate revisions were based on three modular buildings to be installed at the 1003 Turk Street site which has a substantial slope requiring a different foundation configuration. The Loma Prieta earthquake also affected design specifications to require "heavy duty" materials and fixtures that would survive any future earthquakes.

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According to Mr. Dorian, four of the construction bids received were within \$30,000 of each other. Coastal Construction, Inc., a MBE and LBE firm, was awarded the contract for construction (\$798,960), site work (\$51,560) and the emergency generator (\$57,800) for a total contract cost of \$908,320. Construction has begun and is expected to be completed by January, 1992. Although the full cost of the ECC has not been fully appropriated, the contractor is being paid progress payments from the \$912,500 previously appropriated for the project. Should the proposed supplemental appropriation not be approved, the site work, emergency generator and contingencies budgets and part of the construction management budget would be deleted from the project resulting in an incomplete ECC.

Comments:

1. Mr. Dorian states that the contractor's bid prices for Construction, Site Work and Emergency Generator were good for 90 days through September 4, 1991, but the contractor is continuing to honor those bid prices beyond their expiration in good faith.

2. Mr. Dorian reports that should there be an unexpended balance in the Contingency or Construction Management accounts at the conclusion of the project, the excess funding would be transferred back to the funding source to be available for future appropriation to other projects.

3. According to Mr. Dorian the design costs have actually exceeded the \$75,000 estimate. The overexpenditure becomes part of the Bureau of Architecture's general overhead costs - another supplemental appropriation will not be requested.

Recommendation: Approve the proposed supplemental appropriation ordinance in the amount of \$234,317 as requested to complete the construction of the Emergency Coordination Center.

Item 17 - Files 34-91-1

Note: This item was transferred from the City Services Committee as it was determined to have a fiscal impact on the City.

Department: Public Utilities Commission (PUC)

Items: Ordinance amending Ordinance No. 1061 entitled "Regulating the Width of Sidewalks" by adding thereto Sections 1504 and 1505 changing the official width of sidewalk on the west side of Noe Street between Market and 17th Street and also on both sides of Market Street from Duboce Avenue to Castro and 17th Streets, and making findings pursuant to City Planning Code Section 101.1.

Description: The Board of Supervisors on December 12, 1986, passed a resolution (No. 1058-86) approving a Municipal Railway (MUNI) plan to increase service by operating a surface-level streetcar down the entire length of Market Street. Some portions of the sidewalk on the west side of Noe Street between Market and 17th Street and also on both sides of Market Street from Duboce Avenue to Castro and 17th Streets, especially at the intersections, currently protrude into the street. In order to operate the streetcar, which would occupy one wide lane, and leave one lane open for privately owned vehicles, those sidewalks which protrude into the street would need to be narrowed.

The proposed ordinance would add Sections 1504 and 1505 to the ordinance which regulates the width of those sidewalks, thereby allowing the sidewalks to be narrowed the necessary amount. The current width on Noe Street is 19 feet and the proposed width on Noe Street is 15 feet. On Market Street, the sidewalk protrusions at intersections would be narrowed two to three feet each (see Comment 3).

Comments: 1. According to Mr. Alex Kwan of the Public Utilities Commission, the estimated construction cost for narrowing the sidewalks and related work would be \$128,000 for Market Street and \$156,000 for Noe Street. The PUC anticipates that construction work would be done by a contractor, and that contract services would be competitively bid. Mr. Kwan advises that the project would require no additional on-going maintenance costs.

2. Construction is scheduled to begin in the spring of 1992 and would continue for approximately 18 months, Mr. Kwan reports. Mr. Kwan further reports that no street or sidewalk closings are planned. According to Mr. Don Chee of the

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PUC, the contractor would be required to keep the streets accessible to residents.

3. Ms. Gail Bloom of MUNI reports that the proposed project would be grant funded, from a combination of Federal, State, and regional resources.

4. According to the proposed ordinance, the Department of City Planning declared that the changes in the official sidewalk width are consistent with the eight priority policies of City Planning Code Section 101.1.

5. On September 17, 1991, the City Services Committee held a hearing on the proposed ordinance and recommended approval.

Recommendation: Approve the proposed ordinance.

Item 18 - File 51-91-2.1

Note: The proposed item was severed and continued from the Finance Committee meeting of September 11, 1991.

The proposed item transmits the claim of one City employee for reimbursement for personal property damaged and/or stolen in the line of duty. The claim, as appeared on the Controller's submitted list is as follows:

<u>Department/Claimant</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>
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MUNICIPAL RAILWAY

Thomas L. Roop	Stolen Tools	\$2,008.39	\$0-
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Section 10.25-1 of the San Francisco Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the cost of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller only recommends reimbursement after reviewing the claim submitted to the Controller, and after reviewing the Department Head's certification to the Controller that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

Comments

1. Mr. John Madden of the Controller's Office reports that the proposed claim was not approved by the Department Head and the Controller mistakenly included this claim in transmitting the employee claims for the Finance Committee meeting on September 11, 1991. Mr. Ted Lakey of the City Attorney's Office indicates that the Board of Supervisors does not have jurisdiction on reviewing claims which the Department Head has denied. Therefore, the proposed item should technically not be before the Board of Supervisors.

2. Mr. Mike Cook of the Machinists Union, Local 1305 stated at the September 11, 1991 Finance Committee meeting that based on a May 23, 1991 agreement with the Municipal Railway (MUNI), MUNI agreed to pay all outstanding employee claims.

3. The Finance Committee has requested that MUNI representatives attend the September 25, 1991 Finance Committee meeting to address and clarify these issues. Mr. George Newkirk of MUNI confirms that the proposed employee claim was not recommended for approval by MUNI. Mr. Newkirk advises that he will attend the September 25, 1991 Finance Committee meeting to discuss with the Committee the requested matters.

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Memo to Finance Committee
September 25, 1991

Recommendation

Since the City Attorney's Office indicates that the Board of Supervisors does not have technical jurisdiction to review the proposed claim because this claim was not approved by the MUNI Department Head, file the proposed item.

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Item 19 - File 200-91-2

Note: This item was continued by the Finance Committee at its meeting of August 28, 1991.

1. This item is a hearing to consider the status of the City's current and future infrastructure projects – street repairs and improvements, rehabilitation and improvement of public buildings and facilities, infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities, such as the Public Library, Police stations, jail facilities, earthquake safety improvements, Civic Center complex repairs and restoration; and relevant financing issues.

2. The Department of City Planning, the Office of the Chief Administrative Officer (CAO) and the Department of Public Works have recently developed a draft report entitled the City and County of San Francisco Capital Improvement Advisory Committee Six Year Capital Management Plan: FY 1991-96. The authors of the report state that the purpose of the report is to provide background information and context for the Capital Improvement Advisory Committee (CIAC) and other decision makers who will be reviewing capital budget requests and bond program requests over the next several years. As such, the report provides a detailed overview of the City's capital needs and funding sources. A summary of the report's general observations on the status of the City's infrastructure is attached (see Attachment).

3. The CAO, on behalf of the CIAC, has recently proposed to the Finance Committee that the City commit itself to investing a minimum of 2.5 percent of the annual General Fund budget for the maintenance, rehabilitation and special needs of the City's 552 General Fund supported buildings. The CAO has projected needed annual General Fund expenditures, for capital investments, (beginning in 1992-93), as follows:

<u>Area of Capital Investment</u>	<u>Annual Cost in 1991 Dollars (millions)</u>
1. Routine facilities maintenance and unscheduled minor repairs (annual program)	\$8.0
2. Special Needs: Asbestos control, physical accessibility, underground tanks (6-year program for a total projected cost of \$21 million)	3.5
3. Major building component rehabilitation and replacements per facilities condition monitoring system; primarily future cost avoidances or replacement of non functional systems (10-year catch-up program for a total projected cost of \$100 million)	10.0

BOARD OF SUPERVISORS
BUDGET ANALYST

4. Building changes to accommodate changes in departmental mission, program growth, changed technology or court mandates (annual program)	4.5
Total	<u>\$26.0*</u>

*The \$26.0 million would be adjusted annually for inflation, deferred maintenance, mandated needs, and other improvement work to provide for a pay-as-you-go maintenance and improvement program.

4. An earlier CIAC budget proposal for facilities maintenance and capital improvements for FY 1991-92, totaled approximately \$14.7 million as follows:

<u>Area of Capital Investment</u>	<u>Proposed Amount</u>
Routine Maintenance	\$8.0
Special Needs (i.e., Asbestos Control, Underground Tanks)	3.7
Major Building Rehabilitation and Replacement	2.0
Building Changes	<u>1.0</u>
Total	\$14.7

5. Mr. Calvin Malone a staff member of the CIAC reports that there are two distinct advantages to funding the capital improvement program, beginning in 1992-93, at the \$26 million level as opposed to the \$14.7 million level. First, funding at the \$26 million dollar level would significantly accelerate the timeframe in which the current deficiencies in the City's facilities could be corrected. Secondly, a more appropriate level of funding would be available to support changes in City buildings having to do with changes in departmental mission, program growth, changed technology or court mandates. As noted above, the \$14.7 million proposal included \$1 million to support such building changes, as opposed to the \$4.5 million included in the \$26 million proposal.

6. A total of \$7.4 million in General Fund monies has been approved by the Board of Supervisors, for 1991-92, for capital improvement projects. The \$7.4 million is approximately 24 percent less than the average annual \$9.7 million funding provided for the past three years. It should be noted that the current \$7.4 million capital improvement project budget is also \$18.6 million (72 percent) less than the CAO's projected \$26 million need and \$7.3 million (50 percent) less than the CIAC's earlier \$14.7 million proposal for 1991-92.

7. Although the CIAC has recommended that a minimum of 2.5 percent of the annual General Fund budget be committed to capital improvements and has projected that needed annual General Fund expenditures would total \$26 million, the Budget Analyst notes that 2.5 percent of the City's \$1.3 billion General Fund budget is approximately \$32.5 million. Instead of a minimum of 2.5 percent, 2.0 percent of the City's \$1.3 billion General Fund budget would achieve the projected annual need of \$26 million.

8. Mr. Malone advises that although General Obligation bonds could potentially be used as a funding source for some of the special needs, building component, and building changes work, it is more fiscally efficient to support these type of projects through the General Fund, as opposed to incurring debt through the use of bond funds. Mr. Malone adds that if bond funds are to be used, they are probably best suited for funding building rehabilitation, replacement and improvement projects when associated with a departmental improvement bond program. The Budget Analyst notes that the Special Needs projects and the major building component rehabilitation and replacement projects, projected at an annual cost of \$13.5 million and for a total cost of \$121 million may be suitable for such bond funding.

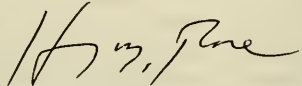
9. At the August 28, 1991 Finance Committee meeting, the Committee inquired regarding the status of the repairs and renovations on City Hall. The CAO and Mr. Dick Evans of the Department of Public Works indicated that they were awaiting the completion of a consultant's report on the seismic upgrading and renovations for City Hall. As of the writing of this report, the consultant's report on City Hall was not available.

10. Given the scope of the City's Capital Improvement Program, the financing issues associated with it, and the fact that relevant information regarding the City Hall repair is not yet available, the Budget Analyst did not have a sufficient informational base or adequate time to formalize definitive recommendations on the current CAO and CIAC proposals that are before the Board of Supervisors. The Budget Analyst believes that in order to effectively deal with this subject matter, a study/survey should be undertaken which would (1) identify the level and types of revenues coming into the City to determine if there are revenue sources which could be utilized to support capital improvements (2) explore the options for bond funds to be used as a financing source for capital improvements instead of General Funds, particularly with regard to major building rehabilitation and replacement and Special Needs areas and (3) determine what methods of financing are being used in comparable local jurisdictions to fund capital improvements. Such a study/survey should be conducted within a specified time period, such that the information derived from the study/survey could be used by the Board of Supervisors in its decision making process on the City's 1992-93 budget.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
September 25, 1991

11. The Budget Analyst would be prepared to undertake such a study at the direction of the Finance Committee under the existing Budget Analyst agreement, with no allocation of additional funds, if the study could begin on or after January 1, 1992. If the Committee wishes to direct the Budget Analyst to conduct such a study, then a motion should be prepared in and reported out directing the Budget Analyst to conduct a study/survey, as cited in Comment Number 10 above, regarding the City's Capital Improvement Program.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

**SUMMARY - OVERVIEW OF
CIAC REPORT ON CITY'S INFRASTRUCTURE**

1. For General Fund and General Fund-supported facilities, annual appropriation levels for facilities maintenance and capital improvements have been decreasing for the last several years. In FY 1984-85 and FY 1985-86, annual General Fund appropriations averaged \$11 million annually. In FY 1986-87 and FY 1987-88, annual General Fund appropriations increased to an average of \$18 million per year. For the past three years, the annual funding level has decreased to an average of \$9.7 million. According to the report, when these General Fund appropriations are adjusted for inflation, they show that the City is now spending an average of 33 percent less in real terms than it was spending on General Fund facilities maintenance and capital improvements six years ago and 54 percent less than it was spending three years ago.

2. If future levels of annual General Fund appropriations for facilities maintenance and capital improvements remain the same as in the prior three years, the City will have accrued a facilities maintenance and capital improvement backlog of approximately \$150 million by 1996. The vast majority of these facilities maintenance projects are projects which are not bond fundable or are capital improvements in facilities which are not targeted for major capital improvements (i.e., bond or debt financed) programs in the near future. Examples of factors that characterize and influence this backlog are as follows:

a) Deferred Maintenance

In 1983, the City initiated a Facility Condition Monitoring (FCM) Program to assess the physical condition of the City's General Fund and General Fund supported-buildings. To date, assessments have been completed for over 250 buildings, which represents approximately one-half of the City's inventory of General Fund buildings. These assessments have documented approximately \$68 million in needed improvements and maintenance. Of the \$68 million, approximately \$10-15 million will be addressed as part of recently approved bond programs for seismic safety, which leaves \$53-58 million to be funded from annual General Fund appropriations or future bond programs. According to the report, as additional assessments are completed, this backlog can be expected to increase.

b) Health and Safety

Legal requirements to (1) increase seismic safety, (2) reduce health hazards from asbestos, (3) improve physical accessibility, and (4) monitor and replace underground storage tanks, have added significantly to the City's capital needs. Programs to assess the full extent of the City's capital needs in these areas are currently in process. As additional needs are identified, they would add to the capital backlog. The Department of City Planning reports there is a current backlog of approximately \$7.5 million for monitoring and replacing storage tanks. The Department currently

does not have an estimate for backlog in connection with seismic safety projects, asbestos projects and physical accessibility projects.

c) Other Capital Improvements

Due to limited resources, City decision makers, when allocating annual appropriations, have afforded a higher priority to facilities maintenance and to health and safety requirements than to other types of capital improvements. As such, facilities maintenance projects have accounted for an increasing share (70-85 percent) of diminishing annual General Fund Capital budgets over the past three years. The result has been a growing backlog of capital improvements which are needed to increase operating efficiency or to relieve overcrowding in City facilities.

3. According to the capital improvement report, in recent years, the City has been able to finance some of its most urgent capital needs through General Obligation Bond Programs. Since 1986, voters have approved nine General Obligation Bond Programs totalling over \$663 million, as follows:

<u>Bond</u> <u>Approved</u>	<u>In</u> <u>Millions</u>
1986 - Fire Protection Bonds - to upgrade and expand the City's auxiliary water supply system.	\$46.2
1987 - Street Improvements - for street reconstruction and renovation, reconstruction of sidewalks and adjacent areas, traffic signals and street safety projects.	27.0
1987 - Police Facilities Improvements - to replace and/or renovate obsolete police stations and to provide for seismic upgrade of certain facilities.	28.0
1987 - Recreation and Park Facilities Improvements - to make improvements to (1) Kezar Stadium and surrounding area, (2) Lake Merced, (3) Portsmouth Square, (4) McLaren Park, (5) Crocker Amazon Park and (6) Buena Vista Park.	18.0
1987 - Mental Health Facilities - to develop a Mental Health Skilled Nursing Center at San Francisco General Hospital.	26.0
1988 - Library Improvement Bond Program-to build new Main Library and rehabilitate and seismically upgrade Branch Libraries.	109.5

1989 - Earthquake Safety Bond Programs - to seismically strengthen fire stations, boiler/equipment at Laguna Honda, public buildings in Golden Gate Park and Lincoln Park, and the Main Library.	59.7
1990 - Earthquake Safety Bond Programs - to seismically strengthen City Hall, San Bruno Men's and Women's jails, San Francisco General Hospital utilities, DPH Headquarters, other major public buildings in the Civic Center area, Branch Libraries, police stations and several museums.	332.5
1990 - Sheriff - City matching funds for State bonds - to build new Sheriff's facility.	<u>16.5</u>
	\$663.4

4. The capital improvement report provides the following information on the background, current status and future needs of the City's infrastructure regarding seismic safety, asbestos management, physical accessibility and underground storage tanks.

(1) Seismic Safety

In 1987 the City initiated an Earthquake Safety Program to develop a systematic approach to the City's efforts to reduce seismic hazard. The program has two components: (1) engineering inspection to evaluate the seismic strength of the City's buildings and (2) construction projects to remedy identified problems. To date, engineering inspections and analyses have been completed on 171 buildings.

Funding for virtually all seismic strengthening projects in the City has come from General Obligation Bond Programs. The following bond measures included funding for seismic strengthening:

- (a) The 1987, Police Facilities Improvement Bond included approximately \$19 million to seismically upgrade police stations that would be most critical to the Police Department's ability to respond to an earthquake emergency.
- b) The 1988 Library Improvement Bond Program, included \$15 million to seismically strengthen a number of Branch Libraries.
- c) The 1989 Earthquake Safety Bond Program includes \$48.8 million to seismically strengthen 24 buildings including 19 Fire Department facilities, the boiler plant and utilities at Laguna Honda Hospital, two buildings at the California Academy of Sciences, the Main Library and the Legion of Honor.

- d) The 1990 Earthquake Bond Program in addition to repairing damage caused by the 1989 earthquake, includes \$204.7 million to seismically strengthen 20 City buildings, including City Hall, Civic Auditorium, the Opera House, the Veterans Building, the DPH Headquarters, the San Bruno Men and Women's Jails, the Exploratorium, San Francisco General Hospital utilities, two police stations and nine Branch Libraries. A Zoo subsurface utility replacement program (\$26 million) is also included in this bond program.

The bond measures approved to date address approximately 60 percent of the City's seismic safety needs. The report estimates that the remaining seismic work on City buildings could cost an additional \$200 million in 1990 dollars.

(2) Asbestos Management

The City's Asbestos Management Program was developed several years ago to meet regulatory requirements at the Federal, State and local level. The Asbestos Management Program provides a systemwide approach for identifying and managing asbestos in City buildings. A key component of the program involves the completion of data gathering to (1) develop an inventory of asbestos containing materials in City buildings, (2) determine the extent of the risk, (3) determine the cost associated with managing asbestos containing materials, and (4) identifying activities that may be impacted by the presence of asbestos.

There are generally two types of asbestos studies that are conducted: (1) Health and Safety General Surveys (managed by the Department of Public Health-DPH), to identify and inventory asbestos containing material and to evaluate the asbestos health risk and (2) Architecture and Engineering Detailed Assessments (managed by the Department of Public Works), to develop contract specifications for asbestos abatement where asbestos containing materials may be disturbed during the course of planned building maintenance or construction activities.

In 1987-88, the City appropriated \$329,000 to initiate Phase I of a program to conduct Health and Safety General Surveys of City buildings. These surveys were completed in February 1991, and 76 buildings were surveyed. Since FY 1987-88, additional funds for Health and Safety General Surveys have been appropriated, but have not yet been expended. These funds, which are available for future surveys, include:

- a) \$450,00 appropriated in FY 1988-89 for surveys in buildings owned by enterprise departments.

- b) \$200,000 appropriated in FY 1990-91 for additional surveys in General Fund buildings.
- c) \$500,000 included in the 1989-90 Earthquake Safety Bond Programs to survey for asbestos in buildings which will be undergoing seismic upgrades.

To date, the City has approved \$29,129,000 to do asbestos abatement work in conjunction with three major repair and renovation programs as follows:

- a) \$236,000 for asbestos abatement work in six Branch Libraries included in the 1988 Library Bond Program.
- c) \$3,163,000 for asbestos abatement work in 23 buildings included in the 1989 Earthquake Safety Bond Program.
- c) \$25,730,000 for asbestos abatement work in 20 buildings included in the 1990 Earthquake Safety Bond Program.

The DPH has prepared a plan to survey remaining General Fund buildings over the next three years at a cost of \$2,150,000. In addition to completing these surveys, the DPH plans to begin surveying buildings owned by enterprise departments using \$450,000 in funds previously appropriated by these departments.

(3) Physical Accessibility

The City began several years ago to develop a physical accessibility program to address Federal, State and local law. In 1988, the City appropriated \$29,000 to enable the Department of Public Works (DPW) to initiate a survey to identify physical access deficiencies in General Fund and General Fund-supported departmental buildings. An additional \$150,000 was approved in FY 1989-90 to do additional survey work, consultation, schematics and preliminary design for various projects in these buildings.

In early 1989, the Mayor's Office established a Disability Rights Task Force, to bring the City in compliance with Section 504 of the Federal Rehabilitation Act of 1973. A Physical Access Subcommittee was organized, which began work with DPW to develop survey instruments, set survey priorities and to recommend priorities for capital improvement funding for disabled access work. DPW and the Task Force have targeted the end of FY 1991-92 for completion of surveys of all General Fund buildings.

Since 1988, several disabled access projects have been funded through the annual capital budget or through departmental supplemental appropriations as follows:

- a) \$15,000 was appropriated to modify the toilets in the basement of City Hall. This project is completed. An additional \$75,000 was approved in the FY 1989-90 capital improvement budget to modify City Hall toilets on the 2nd, 3rd, and 4th floors. Working drawings for this project are near completion.
- b) \$50,000 (\$40,000 from FY 1989-90 annual capital budget, plus carryover from the Grove Street handicapped access ramp) was approved to modify toilets at 101 Grove. This project is in the design stage.

In addition to the above-noted funds, General Obligation Bond Programs approved within the past several years have included monies to meet disabled access requirements as follows:

- a) \$1.7 million in the 1987 Police Facilities Bond Program for physical accessibility work in seven renovated public stations.
- b) \$1.5 million in the 1988 Library Improvement Bond Program for physical accessibility work in the Main Library and six Branch Libraries.
- c) \$2.7 million in the 1989 Earthquake Safety Bond Program for facilities for the disabled in three public assembly buildings and 18 Fire Department facilities.
- d) \$4,430,000 in 1990 Earthquake Safety Bond Program for facilities for the disabled in two Department of Social Services office buildings, nine Branch Libraries, six Civic Center building, two Recreation and Park Department buildings and the Hall of Justice.

In the FY 1991-92 annual General Fund capital budget, the Department of Public Health (DPH) has proposed \$60,000 for handicapped ramps for the auditorium at 101 Grove and \$121,000 to provide for physical accessibility at DPH Health Centers 4 and 5. Additionally, \$322,880 is included in the War Memorial operating Fund for accessibility projects in subsequent years for the Opera House and the adjoining courtyard.

4) Underground Storage Tanks

In October, 1986, the Department of Public Works, with technical assistance from the Department of Public Health initiated implementation of the Underground Storage Tank Program (USTP) to

comply with State laws. The initial purpose of the USTP was to test and monitor tanks for leaks and to remove City-owned tanks which were not in use or leaking. To cover the costs for testing and monitoring of the storage tanks, \$3 million was appropriated from the Emergency Reserve Fund. Costs incurred under this Program were reimbursable from the State, providing that no storage tank or connecting pipes were leaking. Additionally, the difference in cost between the replacement of a single walled tank, providing it was not leaking, and a double walled tank was also reimbursable.

The City is mandated under Federal law to have annual precision tank testing for all underground storage tanks. Currently, there are 116 underground storage tanks operated by all City Departments. The cost for each precision tank test is about \$700. Funding for these costs has been provided from various departmental operating funds. In the capital improvement budget for 1991-92, a project for tank testing has been requested by the Department of Public Health to provide a funding source for various General Fund Departments that do not have sufficient funds for this work.

The Department of Public Health has responsibility for managing the Underground Storage Tank Assessment and Remediation Program. The purpose of this Program is to provide for the removal of toxic substances which have leaked from City-owned storage tanks into surrounding soil and groundwater. At this time, 49 sites have been identified which have varying degrees of soil contamination. Of these sites, contamination has been removed from 14 sites. According to the capital improvement report, an estimated \$3 million in General Fund and Special Fund Departments will be required over the next five years for work in connection with soil contamination.

The Department of Public Works has outlined a multi-year tank replacement program for various General Fund and General Fund-supported departments. The program proposes the replacement of 71 tanks at an approximate cost of \$6.5 million. The age of these single walled steel tanks ranges from five to 40 years. At this time, there are no documented leaks from these tanks.

The tank replacement program for Special Fund departments (Airport, Hetch Hetchy System, Port and Water Department) has been administered separately by each department, with overview by the Department of Public Health. In recent years, 23 tanks have been upgraded and 30 tanks remain to be replaced. Future funding for this replacement work will be provided from the revenue sources of these departments.

25 Memo to Finance Committee
September 25, 1991

SEP 27 1991

ATTN: Gerry Roth

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Improvements - Trinity Properties will build out leased space to City's specifications comparable to the sixth floor of 1145 Market Street, which is currently leased by the City, at Trinity Properties expense. The Lembi Group will pay for repainting and recarpeting leased space at 1155 Market Street (because existing paint and carpets are in good condition this work will not be performed for at least 18 months but no later than 3 years). The Lembi Group will also install solarscreen or mini-blinds, where requested by the City, and will provide a \$25,000 improvement allowance for Hetch Hetchy.

6. The Real Estate Department has not obtained an estimate for the costs of disconnecting phone and communications services at 1155 Market Street and reconnecting at 1145 Market Street.

7. Although moving and improvement work would probably be scheduled for weekends some disruption could extend into weekdays resulting in a loss of productivity. Each day of lost productivity for the approximately 150 employees in the subject lease space would cost the City approximately \$34,756 for salaries and fringe benefits.

Comments

1. The City is currently paying regular rent of \$58,692 per month for space at 1155 Market Street for the holdover period since the lease expiration date August 31, 1991. Should the Board of Supervisors approve the Lembi Group lease proposal, the rent since September 1, 1991, would be at the new rate of \$29,346 per month through December 31, 1991, resulting in a rebate of the rent difference during the holdover period of \$29,346 per month (The Lembi Group rent would increase from \$29,346 per month to \$55,133 per month effective January 1, 1992).

2. The Real Estate Department has identified two other sites in the Civic Center area that have space available, 25 Van Ness Avenue and Fox Plaza at 1390 Market Street. However, according to Real Estate, these two sites were not considered because of the lack of enough available space and because they are too distant from other PUC and Hetch Hetchy offices that would remain at 1145 and 1155 Market Street (the moving offices and the remaining offices interact operationally and need to be in close proximity).

3. Although the \$661,290 average annual rent of the Lembi Group proposal is less than the \$666,843 average annual rent of Trinity Properties before application of the rent credit, the inclusion of the rent credit (\$24,000 average for five year lease) makes the Trinity Properties average annual rent of \$642,843 less than the Lembi Group average annual rent of \$661,290. However, the impact of other costs including the cost of disconnecting telephones at one location and reconnecting them at another, the loss of productivity during a move and the possible additional costs to reconfigure the layout of desks and other office furniture that now fits into three floors but would have to fit into six floors at the

BOARD OF SUPERVISORS

BUDGET ANALYST - Recommendation

Memo to Finance Committee
September 25, 1991

Trinity Properties site cannot be determined at this time. Therefore, the proposed lease extension is a policy matter for the Board of Supervisors. In any case, the proposed resolution will need to be amended to reflect the terms of the lease finally selected.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

25
91

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

WEDNESDAY, OCTOBER 2, 1991 - 2:00 P.M. ROOM 228, CITY HALL

001 1 1991

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

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CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a. File 146-91-68. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$6,200,000, which include indirect costs based on twenty percent of personnel costs, from the Department of Health and Human Services, Center for Disease Control, to continue funding the AIDS Prevention Project, and to establish and finance Civil Service positions for the provision of these services, for the residents of San Francisco. (Department of Public Health)
 - b. File 101-89-151.2. [Release of Funds] Requesting release of reserved funds, Public Library, in the amount \$60,041, for the Art Enrichment Program. (Public Library)
 - c. File 79-90-4.2. [Release of Funds] Requesting release of reserved funds, Mayor's Office of Housing & Community Development, in the amount \$75,000, for (contractor) Public Accounting Firm of Calvin Louie, for financial and compliance audits of San Francisco Community Development Block Grant subgrantees. (Mayor's Office of Housing & Community Development)
 - d. File 101-90-84.1. [Release of Funds] Requesting release of reserved funds, San Francisco Fire Department, in the amount of \$220,000, previously reserved under Ordinance No. 156-91, for construction of the Gilman Street AWSS pipeline extension. (San Francisco Fire Department)

ACTION:

REGULAR CALENDAR

2. File 248-91-1. [Enterprise Zone Designation] Resolution approving the California Department of Commerce's establishment of an enterprise zone in the City and County of San Francisco to provide employment for the City's economically disadvantaged population, to stimulate private investment in communities considered to be economically depressed, and to encourage business retention and attraction; and adopting findings pursuant to the California Environmental Quality Act and the State CEQA guidelines. (Supervisor Gonzalez)

ACTION:

3. File 7-91-11. [Public Transportation] Resolution making a finding concerning proposed revisions of Municipal Railway Fare Schedule; companion to File 7-91-11.1. (Public Utilities Commission)

ACTION:

4. File 7-91-11.1. [Public Transportation] Resolution approving a revised fare schedule for the San Francisco Municipal Railway; companion to File 7-91-11. (Supervisor Gonzalez on behalf of Public Utilities Commission)

ACTION:

5. File 82-91-3. [Sale of Subsurface Easement] Ordinance authorizing sale of a 15 foot wide subsurface easement over Bay Division Pipeline Nos. 3 and 4 Right of Way located in Milpitas, Santa Clara County, California, to the City of Milpitas for sewer line purposes. (Real Estate Department)

ACTION:

6. File 200-91-2. Hearing to consider the status of the City's current and future infrastructure projects (street repairs and improvements; rehabilitation and improvement of public buildings and facilities; infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities; such as, library, police stations, jail facilities, earthquake safety improvements; Civic Center complex repairs and restorations; relevant financing issues) (Supervisor Gonzalez)

(Consideration continued from 9/25/91)

ACTION:

Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

25
2/9/ CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

September 30, 1991

TO: Finance Committee

FROM: Budget Analyst - *Recommendation*

SUBJECT: October 2, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

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Item 1a - File 146-91-68

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing DPH to apply for a continuation grant, which includes indirect costs, to fund the AIDS Prevention Project and to establish, and finance Civil Service positions for the provision of these services, for the residents of San Francisco.

Grant Amount: Not to exceed \$6,200,000

Grant Period: January 1, 1992 to December 31, 1992

Source of Funds: U.S. Department of Health and Human Services Centers for Disease Control (CDC)

Project: AIDS Prevention Project

Description: These funds would support a wide array of AIDS prevention programs. The goal of the AIDS Prevention Project is to prevent the transmission of HIV/AIDS infection among persons in San Francisco. The services and programs that would be conducted with funding from this grant would include:

- Counseling and Testing
- Partner Notification and Referral
- Health Education and Risk Reduction
- Minority Initiatives
- Public Information
- Early Intervention (with special emphasis on establishing linkages with Counseling and Testing activities)
- Evaluation

Population Served: City of San Francisco

Project Budget: A budget and detailed description of AIDS Prevention activities funded by this grant would be submitted with the request to accept and expend the proposed grant, the DPH reports.

Required Match: None

Indirect Costs: 20 percent of personnel costs.

Comments:

1. A Disability Access Checklist, which was submitted by the DPH, is in the file.
2. The proposed grant, not to exceed \$6,200,000, represents an increase of up to \$167,027, or 2.8 percent, over the 1991 grant of \$6,032,973
3. The DPH advises that if grant funds are terminated or reduced, personnel would be terminated or reduced accordingly.
4. The "Summary of Grant Request" as prepared by DPH is attached.

Recommendation: Approve the proposed resolution.

Dept of Health and Human Services

 Grantor Centers for Disease Control

 Contact Person Jack Stubbs/Lin Dixon

 Address 255 East Paces Ferry Road, N.E.
Atlanta, GA 30305

 Division CO/AIDS Div

 Section AIDS Office

 Contact Person Tim Piland

 Telephone 554-9132

 Application Deadline 10-14-91

 Notification Expected 11-30-91

Amount Requested \$ _____

 Term: From 1-1-92 To 12-31-92

Health Commission _____ Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (~~accept and expend a new~~) (continuation) (~~extension~~) (~~renewal~~) (~~renewal~~) grant in the amount of \$6,200,000 from the period of 1-1-92 to 12-31-92 to provide AIDS Prevention Project services.

II. Summary: (Concise summary; brief description; number & groups served; services and providers)

These funds support (along with additional State and local support) a wide array of AIDS prevention programs including Counseling and Testing service, Partner Notification and Referral services, Health Education and Risk Reduction services, and Public Information and Early Intervention services.

III. Outcomes/Objectives:

To provide the above services to the residents of San Francisco in order to prevent the transmission of the AIDS/HIV virus.

IV. Effects of Reduction or Termination of These Funds:

The efforts of the AIDS Office to limit the transmission of the AIDS/HIV virus in San Francisco would be severely impaired.

V. Financial Information:

	1990 Col. A Two Years Ago	1991 Col. B Past Year/Orig.	1992 Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	4,747,933	6,032,973	Approx 6,200,000		None	
Personnel	1,676,300	2,066,590				
Equipment	6,250	13,810				
Contract Svc.	2,477,156	3,413,269				
Mat. & Supp.	54,065	56,146				
Facilities/Space	64,795	114,288				
Other	77,535	33,244				
Indirect Costs	275,400	335,626				

Budget is in development; will be submitted for review with request to accept and expend.

VI. Data Processing

 (costs included above) 5,000 7,000

VII. Personnel

	F/T CSC	P/T CSC	Contractual
	Approx 38.25	Approx 46.0	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

n/a

Will grant funded employees be retained after this grant terminates? If so, How?

None.

•VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Proposals Form)

Contractual information will be submitted with request to accept and expend; no significant changes from 1991 grant.

Item 1b - File 101-89-151.2

Department: Public Library

Item: Request for release of reserved funds for the Public Library's Art Enrichment Program.

Amount: \$60,041

Source of Funds: 1988 Library Improvement Bond

Description: The Board of Supervisors approved a supplemental Appropriation Ordinance (File 101-89-151) in the amount of \$6,848,293 for Financial Services, Architect and Engineering Services, Construction Management, Art Enrichment, and DPW Project Management services for the New Main Library, and reserved \$512,000 pending information pertaining to the environmental review, and an Arts Commission budget for use of the Arts Enrichment funds. The Board of Supervisors subsequently released (File 101-89-151.2) \$451,959 leaving a balance on reserve of \$60,041.

The proposed release of reserve of \$60,041 would be used to fund a portion of the Art Enrichment Program for the new Main Library. Specifically, the funds would be used as follows:

<u>Arts Commission Administration</u>	\$26,041
<u>Artists' Contract Fees</u>	<u>34,000</u>
Total Release of Reserved funds:	\$60,041

- Comments:**
1. Section 3.13 of the San Francisco Administrative Code states that up to two percent of the gross estimated above-ground construction costs for the Main Library shall be allocated to the Arts Commission for the adornment of the proposed structure with paintings, sculptures or other works of art. Mr. Russ Abel of the DPW's Bureau of Architecture reports that a total of approximately \$1.5 million, including the \$60,041 in reserved funds, would be used for the Art Enrichment Program for the new Main Library, to be funded through future issuances of the 1988 Library Improvement Bonds. The \$1.5 million is two percent of the \$75 million estimated above ground construction costs for the Main Library.
 2. Ms. Jill Manton of the Arts Commission reports that the \$26,041 budgeted for Arts Commission Administration would

be used to provide payment for a total of approximately 688 hours of artist contract management at an average hourly rate of \$37.87. This service would be performed by two Curator IIs through July, 1992. These services would include the negotiation of design development contracts, obtaining and evaluating cost estimates for the artists' contracts, coordination of regular meetings between the artists and project architects, project engineers and Arts Commission and Public Library staff, planning and overseeing community workshops related to the final development of the artists' proposals.

3. Ms. Manton also reports that the \$34,000 budgeted for Artists' Contract Fees would be used to establish contracts and provide payments for four artists who have been selected to perform design development and implementation services for the Main Library. The four artists selected are Nayland Blake, Alice Aycock, Ann Hamilton and Lothar Baumgarten. Each artist would receive approximately \$8,500 from the proposed release of reserve.

Recommendation: Release the reserved funds in the amount of \$60,041.

Item 1c - File 79-90-4.2

Department: Mayor's Office of Housing and Community Development (MOHCD)

Item: Release of Reserved Funds

Amount: \$75,000

Source of Funds: Community Development Block Grant

Description: The Board of Supervisors previously authorized the Mayor to apply for, receive and expend the City's 1991 Community Development Block Grant entitlement from the U. S. Department of Housing and Urban Development (File 79-90-4). At the same time, the Board of Supervisors placed \$75,000 on reserve, which had been earmarked for financial and compliance audits, pending the determination of the final amount needed for such audits.

The MOHCD reports that the Department has exercised the option to extend its existing contract with the accounting firm of Calvin Louie, for the provision of technical certified assistance and finance and compliance audits in connection with the Community Development Block Grant subgrantees. The contract extension is the first of three such extensions available under the contract agreement. The contract amount is \$75,000. Calvin Louie is a Human Rights Commission (HRC) certified LBE firm and a HRC registered MBE firm.

Under the terms of the contract, Calvin Louie will perform 32 financial and 53 compliance audits on 53 community-based organizations, which were the recipients of Community Development Block Grant funds in 1989 and/or 1990. These audits are a requirement of the U.S. Department of Housing and Urban Development, which administers the Community Development Block Grant Program.

Recommendation: Approve the release of reserved funds in the amount of \$75,000.

Item 1d - File 101-90-84.1

Department: Fire Department

Item: Release of Reserve

Amount: \$220,000

Source of Funds: 1986 Fire Protection Bond Issue Fund

Description: In November, 1986, City voters approved the issuance of Fire Protection System Improvement Bonds (Proposition A). Funds from the bond sale in the amount of \$46,200,000 are to be used for the improvement of the City's fire protection system.

In April of 1991, the Board of Supervisors approved the Fire Department's \$15,200,000 supplemental appropriation from the 1986 bond funds for capital improvement projects (File 101-90-84) and placed on reserve \$13,506,943 for the purchase, installation and improvements to the City's high pressure water system, including improvements to pump stations, tanks and reservoirs pending determination of contract amounts and MBE/WBE status.

In July, 1991, the Board of Supervisors authorized the Department of Public Works to apply for, accept and expend a Federal Aid Urban (FAU) grant in the amount of \$788,000 for contractual services to renovate portions of Army Street, Innes Avenue, Van Dyke Avenue and Gilman Street. The paving contract for this work was awarded on September 18, 1991, to a joint venture of Inter-Coastal and Inter-State Grading and Paving, Inc., for a total construction contract of \$1,078,405. Besides renovation of the surface of Gilman Street, the construction contract includes the installation of a new 20-inch pipeline under a portion (approximately one-quarter mile) of Gilman Street plus fire hydrants and valves as part of the new high pressure water system that has been under construction for several years. DPW's revised estimated budget for the renovation project including the addition to the high pressure water system is as follows:

Construction Contract	\$1,078,405
Construction Contingency	107,840
Construction Management	<u>107,840</u>
Project Total	\$1,294,085
Less: FAU Grant Funding	\$788,000
1987 Street Improvement Bond Funding	213,970
Previously Appropriated Fire Protection Bond Funding	<u>24,343</u>
High Pressure Water System Costs - Subject of proposed release of reserve	\$267,772

Comments:

1. The proposed release of reserve in the amount of \$220,000 was requested based on a preliminary estimate of construction costs, before construction bids were taken. The \$267,772 amount reflected above is based on a revised estimated budget which includes the actual construction contract awarded. The Fire Department has indicated that based on the revised budget, the Fire Department is now requesting release of the \$267,772.

2. Inter-Coastal is a certified MBE/LBE firm. Although Inter-State Grading and Paving, Inc. is not a certified MBE, WBE or LBE firm, it is a certified Disadvantaged Business Enterprise (DBE) in accordance with State Department of Transportation (CalTrans) regulations. In order to qualify for FAU grant funding, the project must adhere to CalTrans rules and regulations.

3. On September 25, 1991, the Finance Committee released \$737,000 (File 148-91-10.1) of the FAU grant. The total FAU grant is \$788,000 of which \$737,000 was reserved pending selection of the construction contractor and determination of the MBE/WBE/LBE status.

4. Chief James Lynch of the Fire Department indicates that the High Pressure Water System work under Gilman Street will be performed before the paving project begins.

Recommendation: Release reserved 1986 Fire Protection Bond funds in the amount of \$267,772.

Item 2 - File 248-91-1

- Department:** Mayor's Office of Business and Economic Development
Department of City Planning
- Item:** Resolution approving the California Department of Commerce's establishment of an Enterprise Zone in the City and County of San Francisco to provide employment for the City's economically disadvantaged population, to stimulate private investment in communities considered to be economically depressed, and to encourage business retention and attraction; and adopting findings pursuant to the California Environmental Quality Act (CEQA) and the State CEQA Guidelines.
- Description:** On August 13, 1990, the Board of Supervisors authorized the Mayor's Office of Business and Economic Development (Resolution No. 661-90) to apply to the State Department of Commerce for establishment of an Enterprise Zone in the City and County of San Francisco and to complete and submit preliminary and final applications for that purpose. The proposed resolution would approve the establishment of an Enterprise Zone and consider the significant environmental impacts.
- Currently, there are 10 areas designated by the State as Enterprise Zone areas: Calxico, Eureka, Southwest Fresno, Los Angeles - Central City, Pacolma, Porterville, Southeast San Diego, Yuba City/Marysville, San Bernardino/Riverside and San Jose. The goals of the San Francisco Enterprise Zone Program are to retain existing businesses, attract new businesses, diversify the City's economic base, and increase the City's tax base. San Francisco's Enterprise Zone is designed to stimulate economic development through the use of incentives such as State tax credits, and business and financial services, which will be available to businesses located within the Enterprise Zone. State-designated Enterprise Zones are eligible for these State tax credits for a fifteen-year period.
- San Francisco's proposed Enterprise Zone would cover approximately 12,800 businesses in the following eight neighborhoods: South Bayshore (the industrial area), the Mission, South of Market, Potrero Hill, Tenderloin, Chinatown, Western Addition and Haight Ashbury District (See attached map). The Mission Bay Project Area is also part of the Enterprise Zone. After San Francisco is designated by the State as an Enterprise Zone area, the City would be eligible to increase the area of the Enterprise Zone by 15 percent. The specific neighborhoods were chosen by the

Mayor's Office, and included assistance from various City Departments such as the Department of City Planning, the Redevelopment Agency and also included assistance from neighborhood organizations and business groups (See Comment #7).

An eligible area for Enterprise Zone status had to have a population of at least 2,500, and had to meet at least three of the four following State Department of Commerce requirements:

- 1969-79 net increase in median family income of \$8,427 or less;
- 1980 average unemployment rate 5.64 percent or more;
- 1980 percentage of population below poverty level 12.4 percent or more;
- At least 70 percent of households must have income below 80 percent of median County household income in 1980.

In addition, communities which do not meet the above listed criteria may petition the State Department of Commerce for eligibility based on one of the following:

1. Major Plant closure within the past two years;
2. Qualify under similar criteria as those used for Urban Development Action Grants (UDAG); or
3. Gang-related activity.

Mr. Luis Espinoza of the Mayor's Office of Business and Economic Development reports that all of the areas in San Francisco which would be designated as Enterprise Zone areas met at least three of the four above-listed income, unemployment or population criteria. Mr. Espinoza also reports that only the Mission Bay Project area was later added to San Francisco's application under the major plant closure criteria.

The final Environmental Impact Report (EIR), which the proposed resolution would adopt, was completed by the Department of City Planning. The final EIR indicated that the implementation of an Enterprise Zone program would have the following environmental impacts:

- An estimated additional 4,300 persons would be employed, causing increased commuting to work and contributing to the cumulative traffic increases on MUNI,

BART and other regional transit carriers and contributing to cumulative transportation problems;

- Cumulative traffic impacts may contribute to violations of air quality standards;

- Additional employees may increase population in the project area, exposing more persons to potential seismic hazards.

Comments:

1. Based upon the guidelines for Enterprise Zone Tax Incentives established by the State Franchise Tax Board, businesses located in these areas would be eligible for the following tax savings:

Sales and Use Tax Credit. Enterprise Zone businesses may claim a credit on their State income tax return equal to the sales tax paid or incurred on the first \$1 million of equipment cost, and corporations may claim a credit equal to the sales tax paid or incurred on the first \$20 million of equipment cost. For example, if a business spends \$50,000, and the local sales tax paid for the purchase is \$4,125, businesses may deduct \$4,125 on their annual tax returns. Businesses would complete a separate form and file it with their annual State income tax return.

Hiring Credit. Enterprise Zone businesses may claim a credit of up to 50 percent of wages for new employees who are hired under the terms of the Job Training Partnership Act (JTPA), Greater Avenues for Independence (GAIN), or certified by the State Employment Development Department as eligible for the Federal Targeted Jobs Tax Credit (TJTC) program. The hiring credit would be the lesser of 50 percent of the actual hourly wage paid or 150 percent of the minimum hourly wage (150 percent of \$4.25 is \$6.37). After five years, the businesses would no longer receive any hiring credits. The Budget Analyst has estimated the following approximate total tax savings to businesses for a five-year period:

<u>No. of Employees</u>	<u>5-year Total Tax Savings</u>
5	up to \$ 63,700
10	up to \$127,400
20	up to \$254,800
50	up to \$637,000

Business Expense Deduction. Part of the cost of certain property (not real estate) purchased for exclusive use in an Enterprise Zone may be deducted on the businesses' annual State tax return as a business expense in the first year it is

BOARD OF SUPERVISORS
BUDGET ANALYST

placed in service. The maximum amount which can be deducted ranges from \$5,000 to \$10,000.

Net Operating Loss Carryover. Enterprise Zone businesses may carry over to future years net operating losses of up to 100 percent for a period of 15 years. The State Franchise Tax Board reports that under current law, businesses not located in Enterprise Zones can only deduct up to 50 percent of net operating losses.

Net Interest Deduction for Lenders. Lenders will be allowed a deduction from income on the amount of net interest earned on loans made to businesses located in the Enterprise Zone.

2. Ms. Kelly Bluth of the State's Franchise Tax Board reports that if the proposed Enterprise Zone is created, San Francisco would still receive the same share of the local sales tax revenues as it currently receives. This is because the State would only allow the additional deductions, such as the Sales and Use Tax credit, on the business's annual income tax returns. Ms. Bluth also reports that because the Enterprise Zone program is still relatively new, no formal study has been done to estimate the fiscal impact on the State's General Fund as a result of allowing the above-listed deductions such as the Sales and Use Tax credit such as for businesses located in the Enterprise Zone for businesses. However, Ms. Bluth advises that the State Franchise Tax Board anticipates that the fiscal impact to the State would be minimal.

3. According to Mr. Espinoza, the potential increase upon San Francisco's tax base as a result of business expansion is not yet known. However, Mr. Espinoza reports that the following number of business expansions have occurred in the 10 currently designated Enterprise Zone areas in the State:

<u>Year</u>	<u>No. of Businesses*</u>
1987	23
1988	137
1989	153
1990	186

*Includes only new and existing expanded businesses of 10 employees or more.

4. The Mayor's Office of Business and Economic Development would provide economic information and assistance in zoning, licensing and permitting needs, and neighborhood business development organizations would provide loan packaging services, business plan development, project feasibility analysis, financing and government contracting services. The Private Industry Council (PIC) would provide customized employee training and referral services. Mr. Ray Holland of the PIC reports that although the demand for personnel services are not yet known, PIC is planning on providing the services with existing personnel. Mr. Espinoza indicates that for services provided by the City, existing personnel would be used at no additional cost to the City.

5. The EIR also listed several mitigation measures which would reduce the above identified environmental impacts. These measures include constructing and maintaining rail rapid transit lines from downtown San Francisco to suburban corridors, or expansion of the existing Transit Impact Development Fee program (Ordinance 224-81) which would add fees imposed on business by requiring payment of a fee per square foot of office space, or a Transportation Management Association Program (TMAP) which would include a "transit store" program offering detailed information to Enterprise Zone communities on rail transit. Ms. Barbara Sahm of the Department of City Planning reports that the Mayor's Office of Business and Economic Development is requesting that the Board of Supervisors find as part of the EIR, which the proposed resolution would adopt, that any mitigation measure that would provide for substantial reductions in significant traffic, air quality, and seismic impacts would be economically unacceptable because it would significantly reduce the employment opportunities afforded by the proposed Enterprise Zone. Ms. Sahm indicates that the Board of Supervisors could establish some features of a TMAP as part of ongoing City transportation management programs for some or all of the areas encompassed by the Enterprise Zones if it becomes more economically feasible to do so in the future. Therefore, the proposed resolution would adopt the final EIR which finds that the proposed Enterprise Zone program would result in environmental impacts. In addition, the proposed resolution would also reject any mitigation measures as economically infeasible at this time.

6. Mr. Espinoza reports that the proposed Enterprise Zone Program has been planned for two years and is supported by numerous organizations. In addition, all of the following

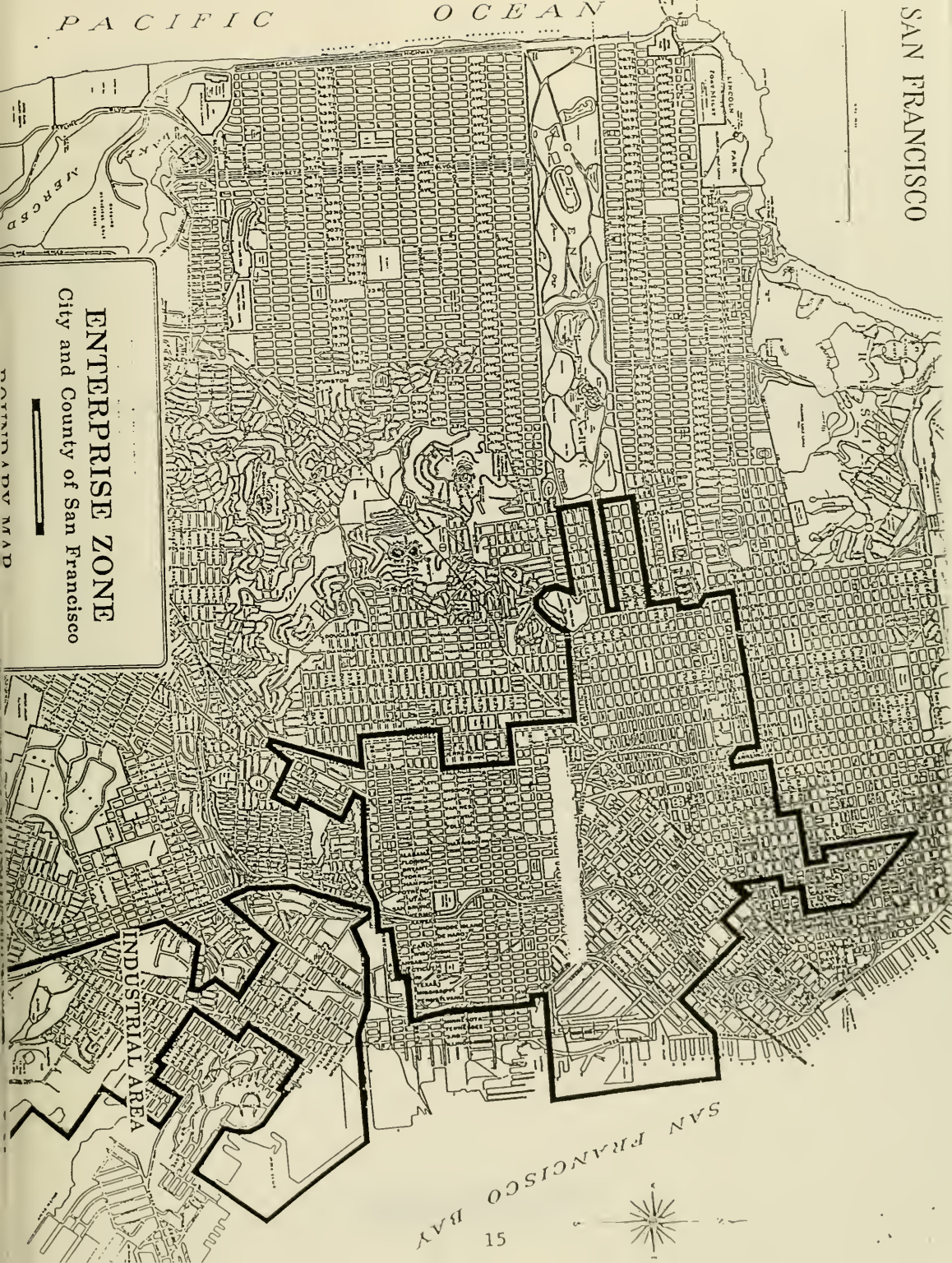
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organizations have provided written commitments to the program, and many have designated staff persons for marketing the Enterprise Zone Program. These organizations include the following: San Francisco Chamber of Commerce, Hispanic Chamber of Commerce, Black Chamber of Commerce, Chinese Chamber of Commerce, Small Business Network, San Francisco Council of District Merchants Association, Bayview Merchants Association, Inc., San Francisco Economic Development Corporation, South of Market Business Association, Bank of America, Pacific Telesis, Bay Area Business Development Company, the Mission Economic Development Association, Asian Inc. and Urban Economic Development Corporation.

7. Given that the Enterprise Zone Program is a 15-year program, with unknown potential economic impacts to the City, the Budget Analyst recommends that the Mayor's Office of Business and Economic Development report to the Board of Supervisors on the implementation and status of the Enterprise Zone program one year after the State authorizes the final Enterprise Zone designation to the City. Mr. Espinoza reports that the Mayor's Office anticipates receiving the final Enterprise Zone designation by December 1, 1991.

Recommendations: 1. Request that the Mayor's Office of Business and Economic Development report to the Board of Supervisors on the implementation and status of the Enterprise Zone Program one year after the State authorizes the final Enterprise Zone designation to the City.

2. Approve the proposed resolution.



INDUSTRIAL AREA

ENTERPRISE ZONE
City and County of San Francisco

ROTUNDA ADV. MEAD

Items 3 and 4 - Files 7-91-11 and 7-91-11.1

Department: Public Utilities Commission (PUC), Municipal Railway (MUNI)

Items: Item 3 (File 7-91-11) is a proposed resolution making a finding concerning proposed revisions to the Municipal Railway Fare Schedule.

Item 4 (File 7-91-11.1) is a proposed resolution approving a revised fare schedule for the Municipal Railway.

Description: Item 4 (File 7-91-11.1) is a proposed resolution approving changes to the MUNI Fare Schedule pertaining to transfer agreements with other transportation agencies. The proposed changes include:

- 1) A \$2 increase, from \$8 to \$10, for the MUNI share of the cost of biweekly BART Plus Passes.
- 2) Codification of the current transfer arrangement with the CalTrain Peninsula Commute Service Peninsula Pass, and provisions for a \$2 increase, from \$18 to \$20, for the MUNI share of the cost of the Peninsula Pass.
- 3) Addition of a transfer agreement with the San Mateo Transit District (SamTrans). The cost of a monthly transfer sticker, which would entitle the holder to transfer privileges on MUNI and on SamTrans buses, would be \$24.
- 4) Corrections of technical errors in the MUNI Fare Schedule. The corrections would clarify that transfer stickers for the Golden Gate Bridge District, Eastbay Ferries, and AC Transit are valid for one month at a present price of \$24 per month. The proposed fare increases would not change the price of these transfer stickers.

Item 3 (File 7-91-11) is a companion resolution that makes a finding that the proposed fare revisions will increase revenues but will not be sufficient to pay for all MUNI costs without requiring a tax subsidy.

Comments:

1. With respect to the companion resolution (File 7-91-11), based on the review of MUNI's budget during the FY 1991-92 budget process, the Budget Analyst concurs that the proposed fare revisions will increase revenues but will not be sufficient to pay for all MUNI costs without requiring a tax subsidy. In FY 1991-92, MUNI will receive an estimated \$115,184,188 in General Fund monies from the City.
2. The PUC has submitted these resolutions pursuant to Section 3.598 of the Charter, which provides that the Board of Supervisors review MUNI fare rates.
3. According to Mr. Bob Mitroff of the PUC's Finance Bureau, the State recently enacted SB 3, which requires adjoining transit agencies to implement and maintain transfer agreements. If transfer agreements are not implemented and maintained, the State could withhold transportation funding allocated to transit agencies like MUNI.
4. Mr. Mitroff reports that, in the past, the Metropolitan Transportation Commission (MTC) subsidized the cost of the biweekly BART Plus Pass in the amount of \$1 per Pass. The MTC informed MUNI that, beginning January 1, 1992, it will no longer subsidize the biweekly BART Plus Pass. Mr. Mitroff estimates that approximately 7,000 BART Plus Passes are sold each month. Therefore, the loss of the subsidy represents a loss in revenues to MUNI of \$84,000 per year (\$1 multiplied by an estimated 7,000 Passes per month, multiplied by 12 months).
5. However, the proposed \$2 increase in the price of the biweekly BART Plus Pass would offset the loss of the subsidy from MTC, and would result in a net revenue increase of \$84,000, annually (\$2 multiplied by 7,000 Passes per month, multiplied by 12 months, less \$84,000 subsidy loss). Between January 1, 1992, when the \$2 increase takes effect, and June 30, 1992, the estimated increase in revenues would be \$42,000. MUNI assumes that approximately the same number of persons will purchase the biweekly BART Plus Pass, despite a \$2 increase in the cost of the Pass. These estimates may be reduced to the extent that some individuals may choose to not buy the biweekly BART Plus Pass at the higher price.

6. Mr. Mitroff also reports that, in the past, MUNI has not included the transfer agreement with CalTrans for the CalTrain/Peninsula Commute Service Peninsula Pass in the fare schedule. The City Attorney's Office advised MUNI that the monthly term and price of the CalTrain/Peninsula Commute Service Peninsula Pass should be included in MUNI's fare schedule, and therefore, should be included in this resolution for approval by the Board of Supervisors. The price of the CalTrain/Peninsula Commute Service Peninsula Pass has increased by \$2, because the Peninsula Pass is, essentially, a monthly MUNI Fast Pass, which costs \$30. Under the existing transfer agreement with CalTrans, the operator of the CalTrain/Peninsula Commute Service, CalTrans pays MUNI \$10 of the \$30 cost of the MUNI Fast Pass. The remaining \$20 is paid by the commuter. Because the cost of the MUNI Fast Pass increased by \$2, from \$28 to \$30, for FY 1991-92, MUNI increased by \$2, from \$18 to \$20, the amount paid by a commuter for a Peninsula Pass. This \$2 increase is commensurate with the \$2 MUNI Fast Pass increase previously imposed by MUNI and approved by the Board of Supervisors.

7. In addition, Mr. Mitroff estimates that the additional revenue from the \$2 increase in the price of the Peninsula Pass is \$84,000. The amount of \$84,000 is included in the estimated \$2.46 million increase attributed to the MUNI Fast Pass increase previously approved by the Board of Supervisors. Similarly, as noted above, this estimate does not assume a reduction in the demand for Peninsula Passes as a result of the price increase.

8. Mr. Mitroff advises that MUNI has not yet begun marketing the proposed MUNI transfer sticker to be sold for \$24 to SamTrans riders, and as such, has not calculated a definite estimate of the corresponding sales revenues. However, Mr. Mitroff estimated that, if 300 transfer stickers were sold each month, at a cost of \$24 per sticker, the annual revenues would be \$86,400 per year. Mr. Mitroff further advises that MUNI may lose some amount of farebox revenues as SamTrans riders may choose to buy the transfer stickers instead of paying the usual \$.85 one-way fare (or \$1.70, roundtrip). Mr. Mitroff believes that the loss in farebox revenues would offset the increase in revenues from the sale of the transfer stickers.

Recommendation: Approve the proposed resolutions.

Item 5 - File 82-91-3

Departments: Real Estate Department
Water Department

Item: Ordinance authorizing sale of a 15-foot wide subsurface easement over Bay Division Pipeline Nos. 3 and 4 Right-of-Way located in Milpitas, Santa Clara County, to the City of Milpitas for sewer line purposes.

Location: The subject property is adjacent to the San Francisco Water Department's 80-foot wide operating right-of-way, located just west of South Main Street in Milpitas (see attached map).

Description: The 15-foot wide easement (1,128 sq. ft.) would be used by the City of Milpitas to install, maintain, repair and replace a subsurface 24-inch sanitary sewer line.

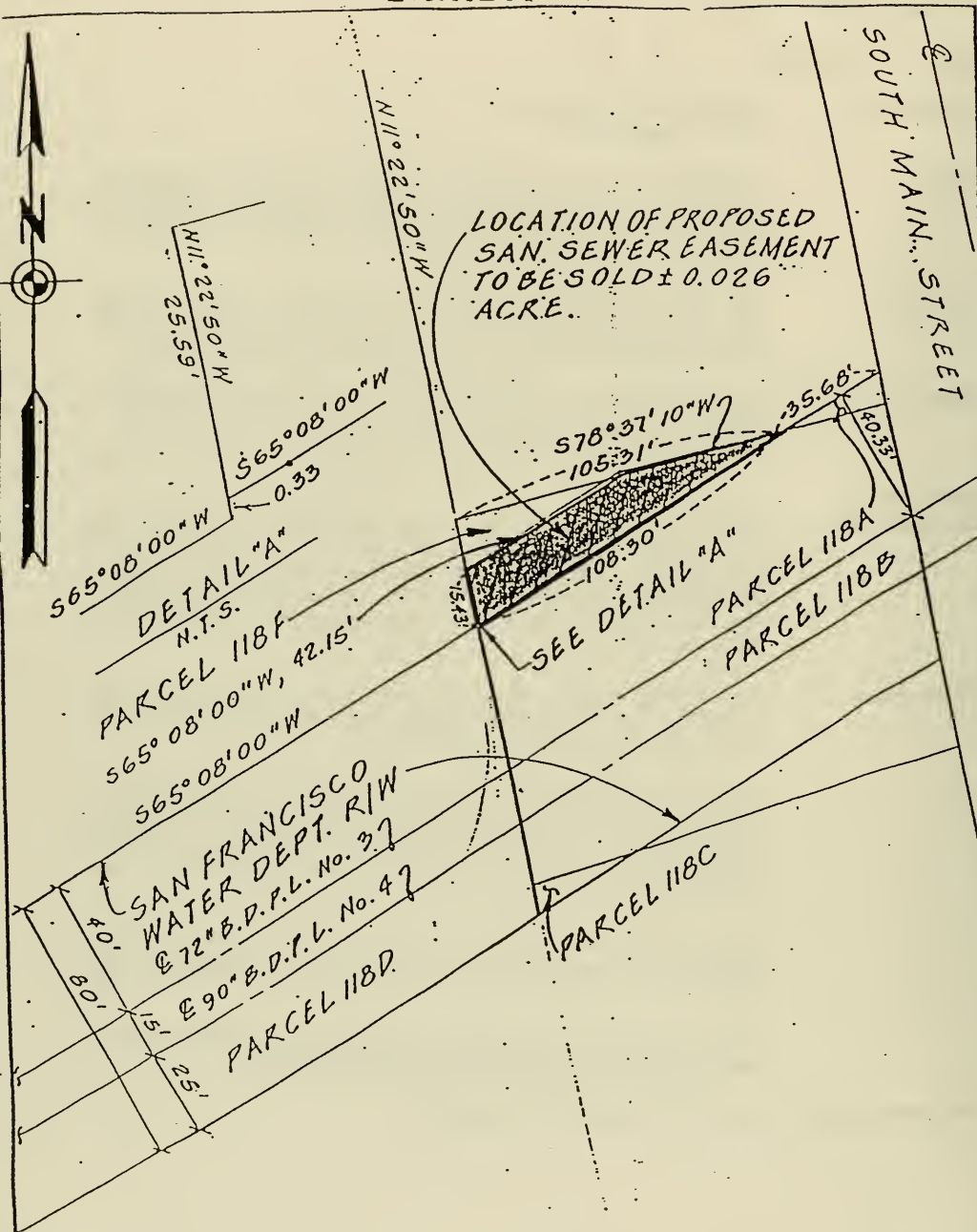
**Sales Price
for Easement:** The sale price for the easement is \$3,400. The Director of Property has estimated the fair market value of the easement to be \$3,400. According to Ms. Christine Morioka of the Water Department, the proceeds from the sale of the easement, will be deposited in the Water Department's Miscellaneous Revenue Account.

Comments:

1. The City reserves the right to use the surface area of the easement for any and all purposes not inconsistent with the sewer line use by the City of Milpitas.
2. The City of Milpitas would be responsible for the repair or replacement, at its sole expense, of the asphalt pavement, within the easement area, which is damaged as a result of the installation, maintenance, repair or replacement of the sewer line.
3. The plans and profiles of the sewer line to be installed within the easement area, will require prior approval of the City.
4. The sale of this easement, to the City of Milpitas, for a sewer line will not affect the City's Master Plan.

Recommendation: Approve the proposed ordinance.

EXHIBIT A



CITY AND COUNTY OF SAN FRANCISCO
PUBLIC UTILITIES COMMISSION
SAN FRANCISCO WATER DEPARTMENT

Item 6 - File 200-91-2

Note: This item was continued by the Finance Committee at its meeting of September 25, 1991.

1. This item is a hearing to consider the status of the City's current and future infrastructure projects – street repairs and improvements, rehabilitation and improvement of public buildings and facilities, infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities, such as the Public Library, Police stations, jail facilities, earthquake safety improvements, Civic Center complex repairs and restoration; and relevant financing issues.

2. The Department of City Planning, the Office of the Chief Administrative Officer (CAO) and the Department of Public Works have recently developed a draft report entitled the City and County of San Francisco Capital Improvement Advisory Committee Six Year Capital Management Plan: FY 1991-96. The authors of the report state that the purpose of the report is to provide background information and context for the Capital Improvement Advisory Committee (CIAC) and other decision makers who will be reviewing capital budget requests and bond program requests over the next several years. As such, the report provides a detailed overview of the City's capital needs and funding sources. A summary of the report's general observations on the status of the City's infrastructure is attached (see Attachment).

3. The CAO, on behalf of the CIAC, has recently proposed to the Finance Committee that the City commit itself to investing a minimum of 2.5 percent of the annual General Fund budget for the maintenance, rehabilitation and special needs of the City's 552 General Fund supported buildings. The CAO has projected needed annual General Fund expenditures, for capital investments, (beginning in 1992-93), as follows:

<u>Area of Capital Investment</u>	<u>Annual Cost in 1991 Dollars (millions)</u>
1. Routine facilities maintenance and unscheduled minor repairs (annual program)	\$8.0
2. Special Needs: Asbestos control, physical accessibility, underground tanks (6-year program for a total projected cost of \$21 million)	3.5
3. Major building component rehabilitation and replacements per facilities condition monitoring system; primarily future cost avoidances or replacement of non functional systems (10-year catch-up program for a total projected cost of \$100 million)	10.0

4. Building changes to accommodate changes in departmental mission, program growth, changed technology or court mandates (annual program)	4.5
Total	<u>\$26.0*</u>

*The \$26.0 million would be adjusted annually for inflation, deferred maintenance, mandated needs, and other improvement work to provide for a pay-as-you-go maintenance and improvement program.

4. An earlier CIAC budget proposal for facilities maintenance and capital improvements for FY 1991-92, totaled approximately \$14.7 million as follows:

<u>Area of Capital Investment</u>	<u>Proposed Amount</u>
Routine Maintenance	\$8.0
Special Needs (i.e., Asbestos Control, Underground Tanks)	3.7
Major Building Rehabilitation and Replacement	2.0
Building Changes	<u>1.0</u>
Total	\$14.7

5. Mr. Calvin Malone a staff member of the CIAC reports that there are two distinct advantages to funding the capital improvement program, beginning in 1992-93, at the \$26 million level as opposed to the \$14.7 million level. First, funding at the \$26 million dollar level would significantly accelerate the timeframe in which the current deficiencies in the City's facilities could be corrected. Secondly, a more appropriate level of funding would be available to support changes in City buildings having to do with changes in departmental mission, program growth, changed technology or court mandates. As noted above, the \$14.7 million proposal included \$1 million to support such building changes, as opposed to the \$4.5 million included in the \$26 million proposal.

6. A total of \$7.4 million in General Fund monies has been approved by the Board of Supervisors, for 1991-92, for capital improvement projects. The \$7.4 million is approximately 24 percent less than the average annual \$9.7 million funding provided for the past three years. It should be noted that the current \$7.4 million capital improvement project budget is also \$18.6 million (72 percent) less than the CAO's projected \$26 million need and \$7.3 million (50 percent) less than the CIAC's earlier \$14.7 million proposal for 1991-92.

7. Although the CIAC has recommended that a minimum of 2.5 percent of the annual General Fund budget be committed to capital improvements and has projected that needed annual General Fund expenditures would total \$26 million, the Budget Analyst notes that 2.5 percent of the City's \$1.3 billion General Fund budget is approximately \$32.5 million. Instead of a minimum of 2.5 percent, 2.0 percent of the City's \$1.3 billion General Fund budget would achieve the projected annual need of \$26 million.

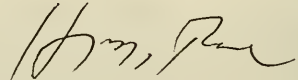
8. Mr. Malone advises that although General Obligation bonds could potentially be used as a funding source for some of the special needs, building component, and building changes work, it is more fiscally efficient to support these type of projects through the General Fund, as opposed to incurring debt through the use of bond funds. Mr. Malone adds that if bond funds are to be used, they are probably best suited for funding building rehabilitation, replacement and improvement projects when associated with a departmental improvement bond program. The Budget Analyst notes that the Special Needs projects and the major building component rehabilitation and replacement projects, projected at an annual cost of \$13.5 million and for a total cost of \$121 million may be suitable for such bond funding.

9. At the August 28, 1991 Finance Committee meeting, the Committee inquired regarding the status of the repairs and renovations on City Hall. The CAO and Mr. Dick Evans of the Department of Public Works (DPW) indicated that they were awaiting the completion of a consultant's report on the seismic upgrading and renovations for City Hall. The CAO has now reported that an executive summary of the consultant's report has recently been made available. Mr. Evans advises that the executive summary will be presented at the October 2, 1991, Finance Committee meeting.

10. Given the scope of the City's Capital Improvement Program, the financing issues associated with it, and the fact that relevant information regarding the City Hall repair is not yet available, the Budget Analyst did not have a sufficient informational base or adequate time to formalize definitive recommendations on the current CAO and CIAC proposals that are before the Board of Supervisors. The Budget Analyst believes that in order to effectively deal with this subject matter, a study/survey should be undertaken which would (1) identify the level and types of revenues coming into the City to determine if there are revenue sources which could be utilized to support capital improvements (2) explore the options for bond funds to be used as a financing source for capital improvements instead of General Funds, particularly with regard to major building rehabilitation and replacement and Special Needs areas and (3) determine what methods of financing are being used in comparable local jurisdictions to fund capital improvements. Such a study/survey should be conducted within a specified time period, such that the information derived from the study/survey could be used by the Board of Supervisors in its decision making process on the City's 1992-93 budget.

BOARD OF SUPERVISORS
BUDGET ANALYST

11. The Budget Analyst would be prepared to undertake such a study at the direction of the Finance Committee under the existing Budget Analyst agreement, with no allocation of additional funds, if the study could begin on or after January 1, 1992. If the Committee wishes to direct the Budget Analyst to conduct such a study, then a motion should be prepared in and reported out directing the Budget Analyst to conduct a study/survey, as cited in Comment Number 10 above, regarding the City's Capital Improvement Program.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

**SUMMARY - OVERVIEW OF
CIAC REPORT ON CITY'S INFRASTRUCTURE**

1. For General Fund and General Fund-supported facilities, annual appropriation levels for facilities maintenance and capital improvements have been decreasing for the last several years. In FY 1984-85 and FY 1985-86, annual General Fund appropriations averaged \$11 million annually. In FY 1986-87 and FY 1987-88, annual General Fund appropriations increased to an average of \$18 million per year. For the past three years, the annual funding level has decreased to an average of \$9.7 million. According to the report, when these General Fund appropriations are adjusted for inflation, they show that the City is now spending an average of 33 percent less in real terms than it was spending on General Fund facilities maintenance and capital improvements six years ago and 54 percent less than it was spending three years ago.

2. If future levels of annual General Fund appropriations for facilities maintenance and capital improvements remain the same as in the prior three years, the City will have accrued a facilities maintenance and capital improvement backlog of approximately \$150 million by 1996. The vast majority of these facilities maintenance projects are projects which are not bond fundable or are capital improvements in facilities which are not targeted for major capital improvements (i.e., bond or debt financed) programs in the near future. Examples of factors that characterize and influence this backlog are as follows:

a) Deferred Maintenance

In 1983, the City initiated a Facility Condition Monitoring (FCM) Program to assess the physical condition of the City's General Fund and General Fund supported-buildings. To date, assessments have been completed for over 250 buildings, which represents approximately one-half of the City's inventory of General Fund buildings. These assessments have documented approximately \$68 million in needed improvements and maintenance. Of the \$68 million, approximately \$10-15 million will be addressed as part of recently approved bond programs for seismic safety, which leaves \$53-58 million to be funded from annual General Fund appropriations or future bond programs. According to the report, as additional assessments are completed, this backlog can be expected to increase.

b) Health and Safety

Legal requirements to (1) increase seismic safety, (2) reduce health hazards from asbestos, (3) improve physical accessibility, and (4) monitor and replace underground storage tanks, have added significantly to the City's capital needs. Programs to assess the full extent of the City's capital needs in these areas are currently in process. As additional needs are identified, they would add to the capital backlog. The Department of City Planning reports there is a current backlog of approximately \$7.5 million for monitoring and replacing storage tanks. The Department currently

does not have an estimate for backlog in connection with seismic safety projects, asbestos projects and physical accessibility projects.

c) Other Capital Improvements

Due to limited resources, City decision makers, when allocating annual appropriations, have afforded a higher priority to facilities maintenance and to health and safety requirements than to other types of capital improvements. As such, facilities maintenance projects have accounted for an increasing share (70-85 percent) of diminishing annual General Fund Capital budgets over the past three years. The result has been a growing backlog of capital improvements which are needed to increase operating efficiency or to relieve overcrowding in City facilities.

3. According to the capital improvement report, in recent years, the City has been able to finance some of its most urgent capital needs through General Obligation Bond Programs. Since 1986, voters have approved nine General Obligation Bond Programs totalling over \$663 million, as follows:

<u>Bond</u> <u>Approved</u>	<u>In</u> <u>Millions</u>
1986 - Fire Protection Bonds - to upgrade and expand the City's auxiliary water supply system.	\$46.2
1987 - Street Improvements - for street reconstruction and renovation, reconstruction of sidewalks and adjacent areas, traffic signals and street safety projects.	27.0
1987 - Police Facilities Improvements - to replace and/or renovate obsolete police stations and to provide for seismic upgrade of certain facilities.	28.0
1987 - Recreation and Park Facilities Improvements - to make improvements to (1) Kezar Stadium and surrounding area, (2) Lake Merced, (3) Portsmouth Square, (4) McLaren Park, (5) Crocker Amazon Park and (6) Buena Vista Park.	18.0
1987 - Mental Health Facilities - to develop a Mental Health Skilled Nursing Center at San Francisco General Hospital.	26.0
1988 - Library Improvement Bond Program-to build new Main Library and rehabilitate and seismically upgrade Branch Libraries.	109.5

1989 - Earthquake Safety Bond Programs - to seismically strengthen fire stations, boiler/equipment at Laguna Honda, public buildings in Golden Gate Park and Lincoln Park, and the Main Library.	59.7
1990 - Earthquake Safety Bond Programs - to seismically strengthen City Hall, San Bruno Men's and Women's jails, San Francisco General Hospital utilities, DPH Headquarters, other major public buildings in the Civic Center area, Branch Libraries, police stations and several museums.	332.5
1990 - Sheriff - City matching funds for State bonds - to build new Sheriff's facility.	<u>16.5</u>
	\$663.4

4. The capital improvement report provides the following information on the background, current status and future needs of the City's infrastructure regarding seismic safety, asbestos management, physical accessibility and underground storage tanks.

(1) Seismic Safety

In 1987 the City initiated an Earthquake Safety Program to develop a systematic approach to the City's efforts to reduce seismic hazard. The program has two components: (1) engineering inspection to evaluate the seismic strength of the City's buildings and (2) construction projects to remedy identified problems. To date, engineering inspections and analyses have been completed on 171 buildings.

Funding for virtually all seismic strengthening projects in the City has come from General Obligation Bond Programs. The following bond measures included funding for seismic strengthening:

- (a) The 1987, Police Facilities Improvement Bond included approximately \$19 million to seismically upgrade police stations that would be most critical to the Police Department's ability to respond to an earthquake emergency.
- b) The 1988 Library Improvement Bond Program, included \$15 million to seismically strengthen a number of Branch Libraries.
- c) The 1989 Earthquake Safety Bond Program includes \$48.8 million to seismically strengthen 24 buildings including 19 Fire Department facilities, the boiler plant and utilities at Laguna Honda Hospital, two buildings at the California Academy of Sciences, the Main Library and the Legion of Honor.

- d) The 1990 Earthquake Bond Program in addition to repairing damage caused by the 1989 earthquake, includes \$204.7 million to seismically strengthen 20 City buildings, including City Hall, Civic Auditorium, the Opera House, the Veterans Building, the DPH Headquarters, the San Bruno Men and Women's Jails, the Exploratorium, San Francisco General Hospital utilities, two police stations and nine Branch Libraries. A Zoo subsurface utility replacement program (\$26 million) is also included in this bond program.

The bond measures approved to date address approximately 60 percent of the City's seismic safety needs. The report estimates that the remaining seismic work on City buildings could cost an additional \$200 million in 1990 dollars.

(2) Asbestos Management

The City's Asbestos Management Program was developed several years ago to meet regulatory requirements at the Federal, State and local level. The Asbestos Management Program provides a systemwide approach for identifying and managing asbestos in City buildings. A key component of the program involves the completion of data gathering to (1) develop an inventory of asbestos containing materials in City buildings, (2) determine the extent of the risk, (3) determine the cost associated with managing asbestos containing materials, and (4) identifying activities that may be impacted by the presence of asbestos.

There are generally two types of asbestos studies that are conducted: (1) Health and Safety General Surveys (managed by the Department of Public Health-DPH), to identify and inventory asbestos containing material and to evaluate the asbestos health risk and (2) Architecture and Engineering Detailed Assessments (managed by the Department of Public Works), to develop contract specifications for asbestos abatement where asbestos containing materials may be disturbed during the course of planned building maintenance or construction activities.

In 1987-88, the City appropriated \$329,000 to initiate Phase I of a program to conduct Health and Safety General Surveys of City buildings. These surveys were completed in February 1991, and 76 buildings were surveyed. Since FY 1987-88, additional funds for Health and Safety General Surveys have been appropriated, but have not yet been expended. These funds, which are available for future surveys, include:

- a) \$450,00 appropriated in FY 1988-89 for surveys in buildings owned by enterprise departments.

- b) \$200,000 appropriated in FY 1990-91 for additional surveys in General Fund buildings.
- c) \$500,000 included in the 1989-90 Earthquake Safety Bond Programs to survey for asbestos in buildings which will be undergoing seismic upgrades.

To date, the City has approved \$29,129,000 to do asbestos abatement work in conjunction with three major repair and renovation programs as follows:

- a) \$236,000 for asbestos abatement work in six Branch Libraries included in the 1988 Library Bond Program.
- c) \$3,163,000 for asbestos abatement work in 23 buildings included in the 1989 Earthquake Safety Bond Program.
- c) \$25,730,000 for asbestos abatement work in 20 buildings included in the 1990 Earthquake Safety Bond Program.

The DPH has prepared a plan to survey remaining General Fund buildings over the next three years at a cost of \$2,150,000. In addition to completing these surveys, the DPH plans to begin surveying buildings owned by enterprise departments using \$450,000 in funds previously appropriated by these departments.

(3) Physical Accessibility

The City began several years ago to develop a physical accessibility program to address Federal, State and local law. In 1988, the City appropriated \$29,000 to enable the Department of Public Works (DPW) to initiate a survey to identify physical access deficiencies in General Fund and General Fund-supported departmental buildings. An additional \$150,000 was approved in FY 1989-90 to do additional survey work, consultation, schematics and preliminary design for various projects in these buildings.

In early 1989, the Mayor's Office established a Disability Rights Task Force, to bring the City in compliance with Section 504 of the Federal Rehabilitation Act of 1973. A Physical Access Subcommittee was organized, which began work with DPW to develop survey instruments, set survey priorities and to recommend priorities for capital improvement funding for disabled access work. DPW and the Task Force have targeted the end of FY 1991-92 for completion of surveys of all General Fund buildings.

Since 1988, several disabled access projects have been funded through the annual capital budget or through departmental supplemental appropriations as follows:

- a) \$15,000 was appropriated to modify the toilets in the basement of City Hall. This project is completed. An additional \$75,000 was approved in the FY 1989-90 capital improvement budget to modify City Hall toilets on the 2nd, 3rd, and 4th floors. Working drawings for this project are near completion.
- b) \$50,000 (\$40,000 from FY 1989-90 annual capital budget, plus carryover from the Grove Street handicapped access ramp) was approved to modify toilets at 101 Grove. This project is in the design stage.

In addition to the above-noted funds, General Obligation Bond Programs approved within the past several years have included monies to meet disabled access requirements as follows:

- a) \$1.7 million in the 1987 Police Facilities Bond Program for physical accessibility work in seven renovated public stations.
- b) \$1.5 million in the 1988 Library Improvement Bond Program for physical accessibility work in the Main Library and six Branch Libraries.
- c) \$2.7 million in the 1989 Earthquake Safety Bond Program for facilities for the disabled in three public assembly buildings and 18 Fire Department facilities.
- d) \$4,430,000 in 1990 Earthquake Safety Bond Program for facilities for the disabled in two Department of Social Services office buildings, nine Branch Libraries, six Civic Center building, two Recreation and Park Department buildings and the Hall of Justice.

In the FY 1991-92 annual General Fund capital budget, the Department of Public Health (DPH) has proposed \$60,000 for handicapped ramps for the auditorium at 101 Grove and \$121,000 to provide for physical accessibility at DPH Health Centers 4 and 5. Additionally, \$322,880 is included in the War Memorial operating Fund for accessibility projects in subsequent years for the Opera House and the adjoining courtyard.

4) Underground Storage Tanks

In October, 1986, the Department of Public Works, with technical assistance from the Department of Public Health initiated implementation of the Underground Storage Tank Program (USTP) to

comply with State laws. The initial purpose of the USTP was to test and monitor tanks for leaks and to remove City-owned tanks which were not in use or leaking. To cover the costs for testing and monitoring of the storage tanks, \$3 million was appropriated from the Emergency Reserve Fund. Costs incurred under this Program were reimbursable from the State, providing that no storage tank or connecting pipes were leaking. Additionally, the difference in cost between the replacement of a single walled tank, providing it was not leaking, and a double walled tank was also reimbursable.

The City is mandated under Federal law to have annual precision tank testing for all underground storage tanks. Currently, there are 116 underground storage tanks operated by all City Departments. The cost for each precision tank test is about \$700. Funding for these costs has been provided from various departmental operating funds. In the capital improvement budget for 1991-92, a project for tank testing has been requested by the Department of Public Health to provide a funding source for various General Fund Departments that do not have sufficient funds for this work.

The Department of Public Health has responsibility for managing the Underground Storage Tank Assessment and Remediation Program. The purpose of this Program is to provide for the removal of toxic substances which have leaked from City-owned storage tanks into surrounding soil and groundwater. At this time, 49 sites have been identified which have varying degrees of soil contamination. Of these sites, contamination has been removed from 14 sites. According to the capital improvement report, an estimated \$3 million in General Fund and Special Fund Departments will be required over the next five years for work in connection with soil contamination.

The Department of Public Works has outlined a multi-year tank replacement program for various General Fund and General Fund-supported departments. The program proposes the replacement of 71 tanks at an approximate cost of \$6.5 million. The age of these single walled steel tanks ranges from five to 40 years. At this time, there are no documented leaks from these tanks.

The tank replacement program for Special Fund departments (Airport, Hetch Hetchy System, Port and Water Department) has been administered separately by each department, with overview by the Department of Public Health. In recent years, 23 tanks have been upgraded and 30 tanks remain to be replaced. Future funding for this replacement work will be provided from the revenue sources of these departments.



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C A L E N D A R
SPECIAL MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

MONDAY, OCTOBER 7, 1991 - 11:00 A.M.

LEGISLATIVE CHAMBER

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 199-91-3. [Exchange of Real Property] Ordinance authorizing transfer from the San Francisco Water Department to the San Francisco Community College District of a portion of Lot 1 in Assessor's Block 3180 in exchange for the transfer from the San Francisco Community College District to the San Francisco Water Department of Lot 18 in Assessor's Block 3571; and adopting findings pursuant to City Planning Code Section 101.1. (Supervisor Ward)

ACTION:

DOCUMENTS DEPT.

OCT 7 1991

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 4, 1991

TO: Finance Committee

FROM: Budget Analyst - Recommendations

SUBJECT: October 7, 1991 Special Finance Committee Meeting

DOCUMENTS DEPT.

Item 1 - File 199-91-3

OCT 7 1991

Departments: Public Utilities Commission
Water Department
Real Estate Department

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Item: Ordinance authorizing the following exchange/transfer of properties:

- Transfer of Lot 1 of Assessor's Block 3180 (South Basin) and an air rights easement over North Basin of Balboa Reservoir from the Water Department to the San Francisco Community College District (see Attachment 1).
- Transfer of Lot 18 of Assessor's Block 3571 (17th and Folsom Streets) from the San Francisco Community College District to the Water Department (see Attachment 2).

Description: In 1984, the Public Utilities Commission declared the South Basin of the Balboa Reservoir to be surplus and authorized the Real Estate Department to sell the South Basin. In 1985, the Mayor's Office of Housing and Economic Development issued Requests For Proposal for purposes of developing the South Basin for affordable housing. However, although several proposals were received, affordable housing was never built because the voters of San Francisco rejected such a use of the property at two separate elections and the South Basin remains vacant. Mr. Austin White, of the San Francisco Community College District (SFCCD) indicates

that SFCCD has a historical claim to the Balboa Reservoir property. The SFCCD was previously a City department and as such had jurisdiction over the Balboa Reservoir site to complete their campus. Subsequently, the Balboa Reservoir site was put under the jurisdiction of the Water Department for use as a reservoir. SFCCD's 1971 Master Plan included the Balboa Reservoir site as a parking lot.

The proposed exchange of properties requested by the SFCCD would transfer the South Basin of the Balboa Reservoir to the SFCCD for possible future uses to expand and complete the Community College campus. Possible uses include the construction of offices, student housing, classrooms, a book store, a cafeteria, a performing arts center or additional parking.

The SFCCD is currently using the North Basin of Balboa Reservoir as a parking lot to serve the Community College located across the street from the Balboa Reservoir. The Public Utilities Commission has consented to SFCCD's use of the North Basin for parking at no charge to SFCCD. SFCCD is required to maintain the North Basin. In addition to obtaining the South Basin site by the proposed exchange, the SFCCD would also obtain an easement for the air rights over the North Basin to insure continuing use as a parking lot even if the Water Department decides to actually use the North Basin to store water in the future by constructing a roof deck over the North Basin reservoir which could be used as a parking lot.

In exchange for the Water Department transferring the approximately 11.2 acre South Basin site to SFCCD, the SFCCD proposes transferring approximately one-half of the block bordered by 17th, Folsom, 16th and Shotwell Streets (approximately 1.4 acres) to the Water Department. This site is paved and fenced and is currently being leased to the University of California for use as a parking lot for \$3,350 rent per month. SFCCD has determined that this property is not needed for classroom purposes and proposes exchanging it for the Balboa Reservoir site. The Water Department does not have any plans for the use of the 17th and Folsom Streets property, at present.

According to Mr. White, there is no other vacant, unused land adjacent to the Community College that the SFCCD can acquire to fulfill their mission to complete their campus. The SFCCD lacks the funds to buy the Balboa Reservoir property outright but does own the 17th and Folsom Streets property that cannot economically be developed for community college

BOARD OF SUPERVISORS
BUDGET ANALYST

purposes and is available for the proposed exchange to acquire a future building site adjacent to the campus.

The Real Estate Department has determined that the South Basin site is valued at approximately \$7.1 million (an estimated value has not been placed on the North Basin air rights) and the 17th and Folsom Streets site is valued at approximately \$2.4 million. Based on these estimated values, the proposed exchange could result in a gift of public funds should SFCCD later allow the property to be used for other than public or educational purposes. Therefore, a provision has been included in the Exchange Agreement to limit the possible uses of the South Basin property to public or educational purposes and to provide for the sharing of the proceeds from any future sale of the property.

The Exchange Agreement provides that SFCCD shall be responsible for the costs of soil and groundwater analyses at both sites but each current owner will be responsible for cleanup of any hazardous materials discovered by the analyses. The Real Estate Department reports that the Phelan Loop Project site which is adjacent to South Basin and was once a part of South Basin does not contain any hazardous materials. It is not known if the 17th and Folsom Streets property contains any hazardous materials that would have to be removed.

The Water Department will retain an easement on the South Basin site in order to maintain existing pipelines.

Comments:

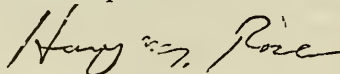
1. The Department of City Planning indicates that the proposed exchange is categorically exempt from environmental review, is in conformity with the City's Master Plan and is consistent with the Eight Priority Policies of Planning Code Section 101.1.
2. The November, 1991 ballot will include a proposition to use a portion of land adjacent to the South Basin for housing for seniors.
3. The Mayor's Office of Housing is beginning a feasibility study on October 7, 1991, that will include a study of the purchase of the 17th and Folsom Streets property for the purpose of constructing 60 to 100 units of affordable housing. The property would be purchased from the Water Department at the then current fair market value.
4. In 1988 the Board of Supervisors approved a resolution (File 291-88-1) to urge the Mayor to urge the Public Utilities

BOARD OF SUPERVISORS
BUDGET ANALYST

Commission to take all steps necessary to permit enactment of legislation to consummate the sale of the Balboa Reservoir to the SFCCD upon certain terms and conditions.

5. From a fiscal point of view the proposed exchange, whereby the City gives up a property valued at approximately \$7.1 million and gets a property valued at approximately \$2.4 million or a difference of \$4.7 million, does not appear to be favorable to the City. However, there are other considerations, such as both properties have no economic value to their current owners in their present condition (South Basin is not needed as a reservoir and attempts to build affordable housing have been rejected by the voters - the 17th and Folsom Streets property is a parking lot that provides a small income to the SFCCD but is not suitable for the SFCCD's plans for the Mission District). But both properties if exchanged would have an economic benefit to the new owners. South Basin would benefit SFCCD as either a parking lot or as a site for construction to expand the Community College campus. The 17th and Folsom Streets property would give the Water Department an income from a parking lot operation of \$3,350 monthly and if determined to be feasible by the Mayor's Office of Housing feasibility study, the property would be purchased from the Water Department at the fair market value (current value is approximately \$2.4 million) for development as affordable housing. Thus, the SFCCD, the Water Department and low/moderate income citizens acquiring the affordable housing could all benefit from the proposed exchange. Therefore, approval of the proposed exchange is a policy matter.

Recommendation: Approval of the proposed exchange of the Balboa Reservoir South Basin and air rights over the North Basin from the Water Department to the SFCCD and the 17th and Folsom Streets site from the SFCCD to the Water Department is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh

Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
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Sam Yockey

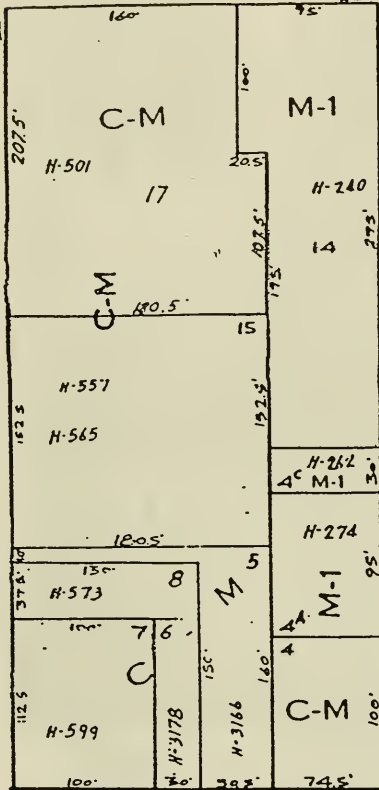
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BOARD OF SUPERVISORS
BUDGET ANALYST

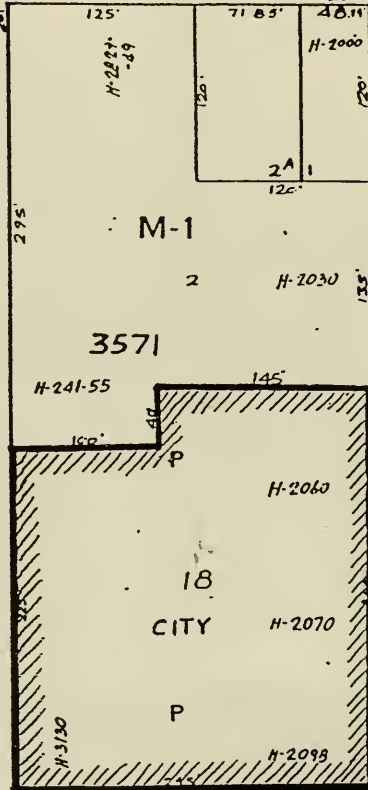
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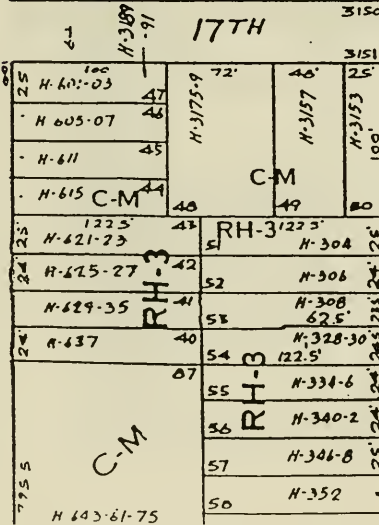
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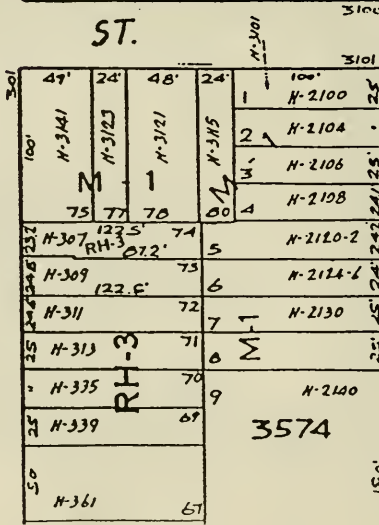
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C A L E N D A R
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, OCTOBER 9, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a. File 25-91-28. [Contract] Resolution concurring with Controller's certification that Coordinator and Mentor Services for Independent Living Skills Project can be practically performed at Department of Social Services by private contractor for lower cost than similar work services performed by City and County employees. (Department of Social Services)
 - b. File 25-91-29. [Contract] Resolution concurring with Controller's certification that Vocational and Educational Counseling Services for the Independent Living Skills Project can be practically performed at Department of Social Services by private contractor for lower cost than similar work services performed by City and County employees. (Department of Social Services)
 - c. File 25-91-30. [Airport Administration] Approving Controller's certification that Airport Information Booth Program for San Francisco International Airport can practically be performed by private contractor at a lower cost for this new program than if work were performed by City and County employees at presently budgeted levels. (Airports Commission)
 - d. File 38-91-16. [Acceptance of Gift] Resolution authorizing acceptance by Fire Department of a 1990 12-passenger van valued at \$12,000 from San Francisco Fire Fighters Local 798. (Fire Commission)
 - e. File 68-90-16.3. [Federal Grant - Substance Abuse Prevention] Resolution amending Resolution No. 116-91, authorizing Mayor to apply for, accept and expend funds in the amount of \$721,186 through the Office for Substance Abuse Prevention for the Community Partnership Program, by authorizing the Mayor to accept and expend additional funds in the amount of \$700,000, with \$600,000 designated for the Japanese Community Youth Council, and \$100,000 designated for the Mayor's Community Partnership Project. (Supervisor Shelley)

- f. File 146-91-5.1. [Grant – Private Funds] Resolution authorizing Department of Public Health, AIDS Office, to accept and expend a continuing grant allocation of \$32,363, which includes indirect costs in the amount of \$2,169 based on twelve percent of personnel costs, from the University of California, San Francisco, to fund a portion of the Stress and Coping Among Aids Caregivers Project, and to authorize the expenditure of grant funds to establish and finance civil service positions for the provision of these services; companion measure to File 146-91-5. (Department of Public Health)
- g. File 146-91-25.1. [Grant – State Funds] Resolution authorizing Department of Public Health, Bureau of Epidemiology and Disease Control to accept and expend augmentation to grant of \$20,625, which excludes indirect costs since these costs are not allowed by the funder, from State Department of Health Services for immunization services, and to authorize expenditure of grant funds to establish and finance civil service positions for provision of services; companion measure to File 146-91-25. (Department of Public Health)
- h. File 146-91-35.1. [Grant – State Funds] Resolution authorizing Department of Health, Community Public Health Services, Bureau Family Health, to accept and expend a grant augmentation of \$61,795, that includes indirect costs in the amount of \$595, based on one percent of personnel costs from Department of Health Services, Office of Family Planning for family planning services, and to authorize expenditure of grant funds to establish and finance civil service positions for provision of services. (Department of Public Health)
- i. File 146-91-54.1. [Grant – Federal Funds] Resolution authorizing Department of Public Health, Community Public Health Programs, to accept and expend a grant of \$698,662, which includes indirect costs in the amount of \$41,247, based on twenty percent of personnel costs from Health and Human Services, Health Resources and Services Administration, for linked primary care medical and substance abuse treatment services, and to authorize expenditure of grant funds to establish and finance civil service positions for provision of services; companion measure to File 146-91-54. (Department of Public Health)
- j. File 146-91-69. [Grant – Federal Funds] Resolution authorizing Department of Public Health, AIDS Office, to accept and expend a supplemental grant of \$176,546, which includes \$16,217 in indirect costs based on twenty percent of personnel costs, from the Department of Health and Human Services, Center for Disease Control, to augment the AIDS Surveillance Project, and to authorize expenditure of these supplemental grant funds to establish and finance civil service positions for provision of services, for residents of San Francisco. (Department of Public Health)
- k. File 84-91-2. [Acquisition of Real Property] Resolution authorizing San Francisco to acquire, on behalf of the Police Department, the real property located in Assessor's Block 3577 and identified as Lots 1, 1A, 4, 5, 60, 64 and a portion of 65, and to adopt findings pursuant to Planning Code Section 101.1. (Real Estate Department)
- l. File 101-90-86.1. [Release of Funds] Requesting release of reserved funds, Police Department – 1987 Police Facilities Improvement Bond Fund, in the amount \$5,000,000, to purchase land for the new Mission Police Station. (Police Department)

- m. File 100-91-1.2. [Release of Funds] Requesting release of reserved funds, Chief Medical Examiner-Coroner, in the amount of \$36,000, for the purchase of equipment to transform two rooms into office spaces with partitions and desk counters. (Chief Medical Examiner-Coroner)

(Consideration continued from 9/25/91)

ACTION:

REGULAR CALENDAR

2. File 200-91-2. Hearing to consider status of the City's current and future infrastructure projects (street repairs and improvements; rehabilitation and improvement of public buildings and facilities; infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities; such as, library, police stations, jail facilities, earthquake safety improvements; Civic Center complex repairs and restorations; relevant financing issues) (Supervisor Gonzalez)

(Consideration continued from 10/2/91)

ACTION:

3. File 101-91-2.2. [Government Funding] Ordinance amending Annual Appropriation Ordinance, 1991-92, File 101-91-2, Ordinance No. 303-91 by amending the administrative provisions thereof by adding Section 4.7 thereto providing for the collection and distribution of rents from private tenants to the Director of Property; companion measure to 101-91-17. (Chief Administrative Officer)

ACTION:

4. File 101-91-17. [Government Funding] Draft ordinance appropriating \$1,236,019 for various purposes (purchase of building at 25 Van Ness Avenue), Real Estate, for Fiscal Year 1991-92. (Supervisor Gonzalez)

ACTION:

5. File 270-91-5. [Earthquake Funds] Motion directing Budget Analyst to prepare a complete comprehensive audit of all expenditures made relating to the Loma Prieta Earthquake of 1989 from all funding sources, including private donations, federal funds, state funds, City and County funds. (Supervisor Alioto)

ACTION:

6. File 115-90-4. [Neighborhood Commercial District — Permitted Uses] Ordinance amending San Francisco Municipal Code (City Planning Code) Section 179 to extend the deadline to file applications for permits and conditional use authorizations to comply with applicable code requirements; and finding consistency with the priority policies set forth in City Planning Code Section 101.1. (Supervisor Maher)

(Recommended from Economic & Social Policy Committee 9/26/91 – Fiscal Impact)

ACTION:

7. File 188-91-2. [Reclaimed Water Use] Ordinance amending Part II, Chapter X of the San Francisco Municipal Code (Public Works Code) by adding Article 22 thereto regarding the use of reclaimed water by water users. (Supervisor Achtenberg)

(Recommended from Joint Meeting, City Services/Economic & Social Policy Committee 9/26/91 – Fiscal Impact)

ACTION:

8. File 188-91-5. [Reclaimed Water Use] Ordinance amending Part II, Chapter X of the San Francisco Municipal Code (Public Works Code) by adding Article 22 thereto regarding the use of reclaimed water by water users. (Supervisor Migden)

(Recommended from Joint Meeting, City Services/Economic & Social Policy Committee 9/26/91 – Fiscal Impact)

ACTION:

9. File 118-91-6. [Warning Signs – Condoms] Ordinance amending Health Code by adding Section 267 providing for point of retail sale condom warning signs. (Supervisors Migden, Alioto, Britt, Achtenberg)

(Recommended from City Services Committee 10/1/91 – Fiscal Impact)

ACTION:

LEASES

10. File 64-91-27. [Lease Extension] Resolution authorizing extension of an existing lease of real property at 1155 Market Street for use by the Public Utilities Commission for office space for the Utilities Engineering Bureau and Hetch Hetchy and Power. (Real Estate Department)

(Consideration continued from 9/25/91)

ACTION:

11. File 62-91-5. [Stow Lake Lease] Ordinance approving a twenty-year lease with Stow Lake Corporation for establishing and operating a boat rental, bicycle rental and snack bar concession at Stow Lake, Golden Gate Park, San Francisco, California. (Recreation & Park Department)

(Consideration continued from 9/25/91)

ACTION:

MUNICIPAL RAILWAY

12. File 97-91-50. [Revolving Fund] Ordinance amending Administrative Code by amending Section 10.150 thereof, to increase Municipal Railway Revolving Fund to \$380,016. (Public Utilities Commission)

ACTION:

POLICE DEPARTMENT

13. File 97-91-51. [Special Law Enforcement Services] Ordinance amending Administrative Code by amending Section 10B.2 thereto, pertaining to payment for special law enforcement services. (Police Department)

ACTION:

14. File 121-91-8. [Filing & License Fees for Police Permits] Ordinance amending Police Code by amending Sections 2.26 and 2.27, relating to filing fees and deleting filing and license fees for motor vehicles for hire. (Police Commission)

ACTION:

15. File 121-91-9. [Filing & License Fees for Police Permits] Ordinance amending Police Code by adding Section 2.26.1, relating to filing fees and Section 2.276.1, relating to licenses fees thereto, establishing separate fee schedules for motor vehicles for hire. (Police Commission)

ACTION:

PUBLIC HEALTH

16. File 30-91-19. [Mental Health Facility] Resolution adopting Final Environmental Impact Report finding that construction of Mental Health Skilled Nursing Facility at San Francisco General Hospital will have no significant impact on the environment and making Proposition M findings; also see Files 101-91-10 and 102-91-5. (City Planning)

(Consideration continued from 9/25/91)

ACTION:

17. File 101-91-10. [Government Funding] Ordinance appropriating \$23,000,000 Department of Public Health-Community Mental Health Services, for various capital improvement projects, for the creation and deletion of one position; companion measure to File 102-91-5. RO #91040. (Controller)

(Consideration continued from 9/25/91)

ACTION:

18. File 102-91-5. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Department of Public Health, San Francisco General Hospital, reflecting the addition and deletion of one position Classification A942 Senior Associated Administrator, for the 1987 Mental Health Skilled Nursing Facility Bond Program; companion measure to File 101-91-10. (Civil Service Commission)

(Consideration continued from 9/25/91)

ACTION:

19. File 101-91-15. [Government Funding] Ordinance appropriating \$1,173,450, Department Public Health-Central Office, San Francisco General Hospital and Community Mental Health Services, for permanent salaries-miscellaneous, temporary salaries, nurses, related mandatory fringe benefits and medical service contract, for the creation of twenty positions; subject of previous budgetary denial; companion measure to File 102-91-6. RO #91062. (Controller)

ACTION:

20. File 102-91-6. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Department of Public Health, reflecting the addition of twenty positions (five positions Community Public Health Services, seven positions Mental Health, Substance Abuse, and Forensics and eight positions San Francisco General Hospital); companion measure to File 101-91-15. (Civil Service Commission)

ACTION:

90.25
7
10/9/91
CITY AND COUNTY



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OF SAN FRANCISCO

RECEIVED Gerry Roth

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 7, 1991

TO: Finance Committee

FROM: Budget Analyst - *Recommendation*

SUBJECT: *October 9, 1991* Finance Committee Meeting

DOCUMENTS DEPT.

OCT 11 1991

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PUBLIC LIBRARY

Item 1a - File 25-91-28

Department: Department of Social Services (DSS)

Item: Resolution concurring with the Controller's certification that Coordinator and Mentor Services for the Independent Living Skills Project can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be
Performed:

Coordination and Mentor Services include coordination of the services of four contractors providing Independent Living Skills services contracted through the Department of Social Services and mentor services to approximately 80-100 adolescents (ages 16-19) participating in the Independent Living Skills Project. These mentor services include the recruitment and training of adult volunteers to serve as mentors (counselors) to the adolescents and the recruitment and enrollment of the adolescents in various support services (i.e., tutorial and job training).

Description:

The Controller has determined that contracting for Coordinator and Mentor Services at the Department of Social Services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$41,496	\$50,336
Fringe Benefits	<u>11,083</u>	<u>13,445</u>
Total	\$52,579	\$63,781
<u>Contracted Service Costs</u>	<u>42,000</u>	<u>42,000</u>
<u>Estimated Savings</u>	\$10,579	\$21,781

Comments:

1. According to the Department of Social Services, the Department contracted for these same services in fiscal year 1990-91 at the same rate.
2. According to Mr. Jim Wingate of the Department of Social Services, Coordinator and Mentor Services at the Department of Social Services were first certified as required by Charter Section 8.300-1 in 1989 and have continued to be provided by an outside contractor since then.
3. The proposed one-year contract, which is with Ms. Kasey Brenner, would be retroactive to October 1, 1991, and expire September 30, 1992.
4. Fiscal year 1991-92 is Ms. Brenner's third year providing these services to the Department of Social Services. According to Mr. Wingate, Ms. Brenner is not a MBE/WBE/LBE firm.
5. Mr. Wingate advises that this contract would be funded by Federal Title IV monies and the funder requires that the contract be bid competitively each year. According to Mr. Wingate, Ms. Brenner was the only bidder for this contract.
6. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Dept of Social Services
Contract Services Kasey Brenner
For the term starting approximately Oct 1, 1991 through Sept 30, 1992

- 1) Who performed services prior to contracting out?

Not performed before 1989 when Federal legislature funded national ILS program

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

—

- 4) What percent of a City employee's time is spent on services to be contracted out?

10 % in monitoring contractors

- 5) How long have the services been contracted out?

3 Years

- 6) When was the first fiscal year for a Proposition J certification?

1989

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contractor does not have certification - but was the sole provider in response to the Request for Qualifications.

James Whiggin
Department Representative

557-5585
Telephone

Item 1b - File 25-91-29

Department: Department of Social Services (DSS)

Item: Resolution concurring with the Controller's certification that Vocational and Educational Counseling Services for the Independent Living Skills Project can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Employment and Vocational Services to be provided to approximately 80-100 adolescents (ages 16-19) who are participants in the Independent Living Skills Project. These services include employment and vocational counseling, training to prepare for job application, and assistance in finding internship positions and other job opportunities.

Description: The Controller has determined that contracting for Vocational and Educational Counseling Services at the Department of Social Services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$37,700	\$45,656
Fringe Benefits	<u>10,069</u>	<u>12,195</u>
Total	\$47,769	\$57,851
<u>Contracted Service Costs</u>	<u>42,000</u>	<u>42,000</u>
<u>Estimated Savings</u>	\$5,769	\$15,851

Comments: 1. According to the Department of Social Services, the Department contracted for these same services in fiscal year 1990-91 at the same rate.

2. According to Mr. Jim Wingate of the Department of Social Services, Vocational and Educational Counseling Services at the Department of Social Services were first certified as required by Charter Section 8.300-1 in 1989 and have continued to be provided by an outside contractor since then.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The proposed one-year contract, which is with Ms. Sherry Tennyson, would be retroactive to October 1, 1991, and expire September 30, 1992.

4. Fiscal year 1991-92 is Ms. Tennyson's third year providing counseling services to the Department of Social Services. According to Mr. Wingate, Ms. Tennyson is a women-owned and minority-owned business enterprise.

5. Mr. Wingate advises that this contract would be funded by Federal Title IV monies and the funder requires that the contract be bid competitively each year. According to Mr. Wingate, the services of Ms. Tennyson's bid cost was lowest and she had more experience than the other bidders.

6. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Dept of Social Services
Contract Services Sherry Tennyson

For the term starting approximately Oct 1, 1991 through Sept 30, 1992

1) Who performed services prior to contracting out?

Not performed before 1989 when Federal legislation funded national ILS program

2) Number of City employees laid off as a result of contracting out?

None

3) Explain disposition of employees if they were not laid off.

—

4) What percent of a City employee's time is spent on services to be contracted out?

10 % in monitoring contractors

5) How long have the services been contracted out?

3 Years

6) When was the first fiscal year for a Proposition J certification?

1989

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contractor has MBE certification

James Wingate
Department Representative
557-5585
Telephone

Item 1c - File 25-91-30

Department: Airports Commission

Item: Resolution concurring with the Controller's certification that the Airport Information Booth Program for San Francisco International Airport can practically be performed by a private contractor at a lower cost for this new program than if work were performed by City employees at presently budgeted levels.

Services to be Performed:

The Airport Information Booth Program for San Francisco International Airport consists of three information booths (one in each Airport terminal) providing transportation, visitor and Airport information to visitors. The booths are open from 8 am to 12 midnight every day of the year, and provide services in over 144 languages to approximately 4,000 travellers per day at each booth.

Description: The Controller has determined that contracting the Airport Information Booth Program at the San Francisco International Airport from October 15, 1991 to October 14, 1992 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$684,481	\$806,500
Fringe Benefits	<u>182,261</u>	<u>207,581</u>
Total	\$866,742	\$1,014,081
<u>Contracted Service Costs</u>	<u>686,552</u>	<u>686,552</u>
<u>Estimated Savings</u>	\$180,190	\$327,529

Comments: 1. The proposed resolution states that this Information Booth Program is a new program. According to the Airports Commission, the Airport contracted for these same services beginning October 15, 1990. Therefore, the proposed resolution should be amended to delete the words "new" and "at presently budgeted levels."

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BUDGET ANALYST

2. According to the Airports Commission, the Information Booth Program was first certified as required by Charter Section 8.300-1 in 1990 and has been provided by the same outside contractor since October of 1990.

3. The proposed contract represents Polaris Research and Development's second year providing the Information Booth Program to the Airport. Polaris Research and Development is registered with the Human Rights Commission as an MBE firm.

4. Ms. Janice Gendreau of the Airports Commission reports that this contract is automatically renewed, contingent upon the contractor's performing well, for four years. Thus, according to the terms of this contract, the Airport Information Booth Program will be bid competitively every five years. Ms. Gendreau reports that the Airports Commission is satisfied with Polaris Research and Development.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation:

Amend the proposed resolution to reflect that these services are not new by deleting the words "new" and "at presently budgeted levels." Approve the proposed resolution as amended.

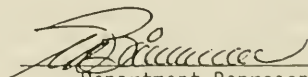
CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SFIA Operations

For Time Period October 15, 1991/
October 14, 1992

Contract Services Airport Information (AI) Booth Program

- 1) Who performed services prior to contracting out?
These services were approved by the Airports Commission on November 21, 1989, through Resolution #89-0219, and have been performed in an exemplary manner by Polaris Research and Development since October 15, 1990 to present.
- 2) Number of City employees laid off as result of contracting out?
None (See #1)
- 3) Explain disposition of employees if they were not laid off.
N/A (See #1)
- 4) What percent of a City employee's time is spent on services to be contracted out?
N/A (See #1)
- 5) How long have the services been contracted out?
One year, from October 15, 1990 through October 14, 1991.
- 6) What was the first fiscal year for a Proposition J Certification?
Fiscal Year 1990 - 1991
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
This contract has been awarded to an MBE firm. It has adhered to the City's non-discrimination ordinance of Chapter 12B, 12C and 12D of the San Francisco Administrative Code.



Department Representative
Duke Briscoe, Deputy Director
Operations

Telephone: (415) 876-2112

Item 1d - File 38-91-16

Department: Fire Department

Item: Resolution authorizing the acceptance of a gift of a 1990 12-passenger van from the San Francisco Fire Fighters Local 798.

Value: Valued at \$12,000

Donor: San Francisco Fire Fighters Local 798

Description: The San Francisco Fire Fighters Local 798 was given a 1990 12-passenger van by the San Francisco Branch of the Variety Club of Northern California to be used for activities associated with the annual San Francisco Fire Fighters Toy Program. However, the Fire Fighters Local 798 needs the van only for five to six months each year for Toy Program activities. Therefore, the Fire Fighters Local 798 proposes to donate the van to the San Francisco Fire Department, on the condition that the Fire Fighters Local 798 retain the use of the van for its Toy Program.

As a condition of the donation of this van, the City would indemnify and hold harmless all individuals using this van for the purpose of the San Francisco Fire Fighters' Toy Program.

- Comments:**
1. The total value of the 12-passenger van is \$12,000.
 2. According to Mr. Ray Connors of the Fire Commission, the Fire Department would use the van in its training department to transport trainees to fires and to distant training sites. However, the Fire Department's training program currently runs smoothly without the use of an additional van for part of the year. Should a vehicle currently in use need to be replaced, that vehicle would still need to be replaced, despite the donated van, because the Fire Department would only have the use of this van for part of the year.
 3. During the five to six months per year when the Fire Fighters Local was using the van for its Toy Program, the City could not control who uses the van, when, and for what purpose. According to Mr. Burk Delventhal of the City Attorney's Office, by indemnifying and holding harmless anyone using the van for the purpose of the San Francisco Fire Fighters' Toy Program, the City would be, in effect, acting as insurer for the Fire Fighters Toy Program. Therefore, if an individual using the van for the Fire Fighters

BOARD OF SUPERVISORS
BUDGET ANALYST

Toy Program should be sued or in an accident, the cost of accepting the van could be very high.

4. Mr. Tim O'Brien of the Fire Fighters Local reports that if the City deleted the indemnity and hold harmless clause, the Fire Fighters Local would withdraw its offer of the van. According to Mr. O'Brien, the Toy Program does not have funds to pay for insurance for the vehicle, and the Fire Fighters Local offer of the van to the City is, in part, to cover the cost of insurance. Mr. O'Brien reports that if the City does not accept the van, the Toy Program would raise funds to cover insurance costs. Although the Toy Program does have funds to support maintenance and repair at current levels, the City would also assume maintenance and repair costs if it accepts the proposed donation.

5. Mr. Delventhal reports that because, under the proposed agreement, the City would hold the title to the van, the City and not the Fire Fighters Local would be responsible for all maintenance and repair costs to the van, even if these costs were incurred when the Fire Fighters Local was using the van for its Toy Program. Ms. Charlene Vejdovsky of the Purchasing Department's Central Shops Division estimates, based on a sample of five 12-passenger Ford vans, that the annual cost of maintenance and repair for the 1990 12-passenger van would be approximately \$1,000 for the first three to four years. Ms. Vejdovsky notes that any given vehicle may have very high or very low maintenance costs. Maintenance and repair costs would increase as the van gets older.

6. Mr. O'Brien notes that by accepting the van, the City would be supporting the activities of a charitable organization. However, the Budget Analyst notes that the City does not provide financial support to other charitable organizations by insuring their vehicles, even organizations directly associated with City departments, such as the Friends of the Library or Friends of Recreation and Park.

7. Mr. O'Brien reports that, at any point, if the Board of Supervisors accepts the proposed gift, the City would have the prerogative of disposing of the van or giving it back to the Fire Fighters Local 798.

Recommendation: Based on the lack of need for this vehicle by the Fire Department, the assessment of liability by the City Attorney, and the costs which could and would be incurred to the City by the acceptance of this vehicle, disapprove the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1e - File 68-90-16.2

Department: Mayor's Office of Public Safety

Item: Resolution amending Resolution No. 116-91, authorizing the Mayor to apply for, accept, and expend a \$700,000 grant. The proposed resolution would supplement \$700,000 to the original grant amount of \$721,186 and would designate that \$600,000 be allocated to the Japanese Community Youth Council and \$100,000 be allocated to the Mayor's Community Partnership Program.

Grant Amount: \$700,000

Source of Grant: Federal Office for Substance Abuse Prevention (OSAP)

Grant Period: One year from the time City receives funding, presently estimated to be November 1, 1991 through October 31, 1992

Project: The Community Partnership Program

Project Description: The Board of Supervisors previously approved Resolution No. 116-91, which amended Resolution No. 858-90 by authorizing the Mayor to apply for, accept and expend \$721,186 in Federal grant funds (File 68-90-16.1). This proposed resolution would amend Resolution No. 116-91 to authorize the Mayor to apply for, accept, and expend a supplement to the original \$721,186 in the amount of \$700,000. Of the total proposed \$700,000 grant amount, \$600,000 would be allocated directly to the Japanese Community Youth Council (JCYC) to fund a new program, entitled, "Neighborhoods in Transition - A Multicultural Partnership (NIT-AMP)." The Mayor's Office would use the remaining \$100,000 to provide for monitoring of the JCYC program, and for coordinating NIT-AMP with the existing Community Partnership Program.

The proposed Federal grant would be used to supplement the existing City-wide, multi-disciplinary, comprehensive, neighborhood and youth-oriented action plan, to address the City's alcohol and drug abuse problems. The plan would expand on the planning and program implementation efforts of the Mayor's Drug Symposium Task Force by including services to meet the needs of "neighborhoods in transition."

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BUDGET ANALYST

JCYC's NIT-AMP is designed to serve nine areas of the City that are in transition, such as areas with pockets of poverty, rising drug abuse, and changing ethnic profiles. The nine areas identified by the NIT-AMP are the South of Market District, Haight Ashbury, Sunset, Richmond, Hayes Valley, Japantown, Northbeach, Bernal Heights, and Diamond Heights. These areas are not presently served by the existing OSAP funded Community Partnership Program.

As with the present Community Partnership Program, which receives direction from the Mayor's Drug Symposium Task Force, the NIT-AMP Project would receive direction from a Planning Subcommittee comprised of representatives of JCYC, the Mayor's Office of Public Safety, Hayes Valley Tenant Association, Japanese Community and Cultural Center of Northern California (JCCCNC), Asian American Recovery Services (AARS, Inc.), Neighborhood Baptist Church, Bay View Ex-Offenders Foundation, Bernal Heights Community Foundation, Haight Ashbury Medical Clinic Bill Pone Memorial Unit, Korean Community Services Center, Multi-Cultural Training Resource Center, San Francisco Boys and Girls Home, South of Market Problem Solving Council, Telegraph Hill Neighborhood Center, West Bay Pilipino Multi-Services, and Youth Advocates. The lead agency, which would serve as the fiscal agent for the grant funds, is the JCYC.

According to Ms. Sandy Bonilla of the Mayor's Office of Public Safety, JCYC had originally applied to the OSAP for a grant for the NIT-AMP. However, because the City had already received an OSAP grant to serve other City neighborhoods through the Community Partnership Program, JCYC did not initially receive any funding. Ms. Bonilla advises that, after the City provided additional information, OSAP later determined that the JCYC grant proposal would serve neighborhoods different from those served by the existing Community Partnership Program. As a result, OSAP agreed to fund the JCYC proposal in the amount of \$600,000 in the form of a supplement to the City's existing Community Partnership Program grant. In effect, the City would subcontract with JCYC to implement the NIT-AMP. The Mayor's Office would also receive an additional \$100,000 in funding to coordinate the NIT-AMP with the existing Community Partnership Program.

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BUDGET ANALYST

Project Budget: The proposed budgets for the NIT-AMP (JCYC) and the Community Partnership Program (Mayor's Office) are as follows (Details provided in Attachments 1 and 2):

NIT-AMP administered by JCYC:

Personnel	\$264,500
Fringe Benefits @ 22%	58,190
Travel	11,960
Equipment	14,400
Office Supplies	7,000
Contractual Services (Evaluations to be conducted by the City's Community Substance Abuse Services)	57,750
Postage, Printing, Office Rental	111,200
JCYC Indirect Costs @ 12.5% of grant	<u>75,000</u>
Subtotal NIT-AMP	\$600,000

Community Partnership Program administered by the Mayor's Office (The following budget is tentative, pending OSAP approval):

Senior Management Assistant	\$32,800
Fringe benefits	8,200
Leadership Development Training	39,000
Supplies	15,000
City Indirect Costs @ 5% of grant	<u>5,000</u>
Subtotal, Community Partnership Program	<u>100,000</u>

Total grant award \$700,000

Indirect Costs: \$5,000 or five percent of direct costs allocated to the Mayor's Office (\$100,000)

Required Match: None

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BUDGET ANALYST

Comments:

1. The Mayor's Office has budgeted a total of \$41,000 for personnel and fringe benefits. Ms Bonilla has advised that the Mayor's Office has not yet determined the classification to be designated to the position budgeted for the Project, although the title of Senior Management Assistant has been listed in the budget.

2. The Mayor's Office has budgeted a total of \$39,000 for Leadership Development Training. This budget item consists of expanding the Youth Forum component of the existing Community Partnership Program into the nine areas targeted by the NIT-AMP Program. The Youth Forum provides for leadership skill building and pays youths a nominal stipend to work with groups of youths in the nine areas to reduce substance abuse among children and youth.

3. The Mayor's Office has prepared the attached Summary of Grant Request (Attachment 3).

4. A copy of the Disability Access Checklist, as prepared by the Mayor's Office, is in the file.

Recommendation: Approve the proposed resolution.

NEIGHBORHOODS IN TRANSITION - A MULTI-CULTURAL PARTNERSHIP (NIT-AMP)

SUPPLEMENTAL CONTRACT TO SAN FRANCISCO'S CITY AND COUNTY BPY PROJECT

September 30, 1991 - September 29, 1992

01 YEAR TWELVE MONTH BUDGET

a. PERSONNEL	264,500
CENTRAL ADMINISTRATION	
Project Director (1.0)	38,000
Administrative Assistant/MIS (1.0)	27,000
Neighborhood Development Coordinator (1.0)	33,000
Communications Specialist (.50)	14,000
Community Organizers (9.0)	152,500
b. FRINGE BENEFITS (22%)	58,190
Includes FICA, Workman's Compensation, SUI, Medical and Dental Coverage.	
c. TRAVEL	11,960
Local and Long Distance Travel (OSAP National Conference for Project Director and 2 Staff)	
d. EQUIPMENT	14,400
Computers/Printer Units, Desk/Chair Units, Conference Table, Telephones, and File Cabinets, Copier.	
e. SUPPLIES	7,000
Desk top supplies, paper and ink supplies for copier and fax machine for the central office and nine neighborhoods.	
f. CONTRACTUAL	57,750
Evaluation contract with City's Community Substance Abuse Services (CSAS) (10% of Total Budget)	
g. OTHER	111,200
Postage, printing, staff development, Volunteer Reimbursements, Occupancy Costs for the nine neighborhoods, Consultants, and program supplies.	

Total Direct Cost 525,000

Indirect Cost 75,000

TOTAL BUDGET 600,000

Office of the Mayor
SAN FRANCISCO

ART AGNOS

OFFICE OF THE MAYOR
CITY AND COUNTY SAN FRANCISCO
COMMUNITY PARTNERSHIP PROJECT

BUDGET STATEMENT
FOR THE ADDITIONAL \$100,000.00

LINE ITEM: PERSONNEL & 41,000.00
INCLUDING FRINGES

SENIOR MANAGEMENT ASSISTANT

PROJECT RELATIONSHIP:

The Administrative Assistant will be responsible for the coordination of details and scheduling of activities as required by the Project Director and other staff members. This person will arrange all meetings and provide administrative support to the Task Force process including coordination with the supplemental grant project-Neighborhoods in Transition. Duties will also include materials distribution, collection of materials for the newsletter, and provision of any administrative needs of the program staff. The Administrative Assistant will report to the Project Director.

LINE ITEM: TRAINEE COST 39,000.00

Youth Leadership Development &
Peer Counseling

PROJECT RELATIONSHIP

The Youth Forum component will expand into the nine (9) neighborhoods targeted by the Neighborhoods in Transition Grant. With the additional neighborhoods, the administrative responsibilities of this component will be effected. Based on an estimate, 39,000. will be appropriated to this component of the Community Partnership Project.

LINE ITEM: SUPPLIES

15,000.00

PROJECT RELATIONSHIP

Additional supplies will be needed such as computer material, paper, postage, telephone, neighborhood workshop/conference materials, and computer equipment

LINE ITEM: INDIRECT COST

5,000.00

Additional funds will be needed to cover the increase of the indirect cost.

TOTAL

\$100,000.00

2 No. MAYOR'S OFFICE - Summary of Grant Request

Rev. 4/10/90

Grantor Federal Office of Substance Abuse Prev. Division MAYOR
 Contact Person Nancy L. McGennis Section Public Safety Office
 Address 5600 Fishers Lane, Rm 13C-20
Rockville, Maryland 20857
 Amount Requested \$ 700,000.00 Contact Person Sandy Bonilla
 Telephone 415-554-6554
 Term: From 10/31/91 To 11/01/92 Application Deadline _____
 Health Commission _____ Notification Expected 10/31/91
 Board of Supervisors Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Check appropriate words) grant in the amount of \$ 700,000.00, from the period of 10/31/91 to 11/01/92
 to provide Training, technical assistance, leadership development services

II. Summary: (Concise description of activity; number of groups served; services and products)
 This grant supplement to the S.F. Community Partnership will support S.F. in implementing a C
 wide multi disciplinary, comprehensive, neighborhood and youth oriented action planning process
 to address the city's serious alcohol and drug problem. The supplement to the S.F. Comm. Part. w
 cover nine neighborhoods. (see attached)

III. Outcomes/Objectives:
 Organize drug prevention initiatives & convene neighborhood drug prevention council 2.)
 create at least 12 grassroots community based self help groups 3) empower parents and youth to a
 n drug prevention activities 4) establish a youth council 5) develop a coordinated system to sust
 revention & intervention needs 6) increase the assessability of services 7) promote a drug free wo
 place
IV. Effects of Reduction or Termination of These Funds:
 Would reduce or terminate planned efforts.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			700,000.00			
Personnel			363,690.00			
Equipment			14,400.00			
Contract Svc.			57,750.00			
Mat. & Supp.			22,000.00			
Facilities/Space						
Other			162,160.00			
Indirect Costs			80,000.00			

VI. Data Processing

(None included above)

N/A

VII. Personnel

F/T CSC		5			
P/T CSC		1			
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
CSC Employee's - Department's Budget

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid

Solo Source

(If solo source, attach Request for Proposals Form)

Item 1f - File 146-91-5.1

Department: Department of Public Health (DPH), AIDS Office

Item: Resolution authorizing the DPH to accept and expend a continuation grant which includes indirect costs of \$2,169 based on 12 percent of salary costs to fund a portion of the Project and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

Grant Amount: \$32,363

Source of Grant: University of California, San Francisco

Grant Period: August 1, 1991 through July 31, 1992

Project: Stress and Coping Among AIDS Caregivers

Description: The proposed grant would be used to help fund a portion of the Stress and Coping Among AIDS Caregivers Project. The Stress and Coping Among AIDS Caregivers Project is a study of 450 AIDS primary caregivers to determine the effects of stress and methods of coping.

Project Budget:

Salaries (.2 FTE)	\$18,077	
Fringe Benefits @ 26%	<u>4,700</u>	
Personnel Total		\$22,777
Staff Mileage		2,000
Mainframe Computer Access		5,417
Indirect Costs @ 12% of salaries		<u>2,169</u>
Total		\$32,363

Indirect Cost Rate: \$2,169 or 12 percent of salary costs.

Local Match: None

Comments: 1. Mr. Tim Piland of the DPH advises that the DPH is not required by the funder to submit an application for the proposed grant.

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2. Mr. Piland reports that the Stress and Coping among AIDS Caregivers Project has been operating since the beginning of the funding period, or August 1, 1991, although the DPH has not yet received the grant funds. The Department is currently expending General Fund monies to support these grant funded services. According to Mr. Piland, the proposed grant funds would reimburse the General Fund entirely for all expenditures since August 1, 1991.

3. Mr. John Madden of the Controller's Office reports that his Department is working with the DPH to ensure that the DPH identifies a specific alternate source of funding within its General Fund budget (e.g., salary savings) to bridge the funding gap between the expiration of a prior grant and the formal notice of approval of a new grant.

4. Mr. Piland advises that if the proposed grant were reduced or terminated, personnel would be reduced or terminated accordingly. The proposed grant provides for .2 FTEs.

5. The proposed resolution authorizes the DPH to accept and expend a continuation grant, and further authorizes the "expenditure of grant funds to establish and finance Civil Service positions for the provision of these services." This clause is intended to be used for grants which create new Civil Service positions. The .2 proposed grant-funded positions are existing positions within the DPH. As such, the proposed resolution should be amended to replace the "establish and" clause included in the proposed resolution, with a clause that reads "to authorize the expenditure of the grant funds to continue financing Civil Service positions for the provision of these services."

6. The proposed grant of \$32,363 represents an increase of \$121, or less than one percent, over the preceding year's grant of \$32,242. This would be the second and final year of a two-year grant, Mr. Piland reports.

7. Attached is the "Summary of Grant Request" as prepared by the DPH.

8. A copy of the Disability Access Checklist, as prepared by the Department, is in the file.

Recommendation: Amend the proposed resolution to replace the clause authorizing the expenditure of grant funds "to establish Civil Service positions," with a clause that reads "to continue financing Civil Service positions" and approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor Regents of Univ. of California, San Francisco
Office of Research Affairs

Contact Person E. A. DiPesa

Address 3333 California Street, Suite 11
San Francisco, CA 94143

Amount Requested \$ 32,363

Term: From 8-1-91 To 7-31-92

Health Commission 8-20-91

Division - CO/AIDS Div
Section AIDS Office

Contact Person Tim Piland/Sophia Chang
Telephone 554-9132 554-9017

Application Deadline none
Notification Expected _____

Board of Supervisors: Finance Committee _____
Full Board _____

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a ~~(new)~~ (continuation) (allocation) ~~(augmentation)~~ grant in the amount of \$ 32,363 from the period of 8-1-91 to 7-31-92 to provide Stress and Coping Among AIDS Caregivers Project services.

II. Summary: (Concise history; past achievement; number + groups served; services and providers)
Please see Attachment: Agreement/Article I/Page 2

III. Outcomes/Objectives:
To determine the effects of stress and methods of coping for 450 AIDS primary caregivers.

IV. Effects of Reduction or Termination of These Funds:
Important AIDS research funds would be lost and future collaborative research project would be jeopardized.

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount		<u>32,242</u>	<u>32,363</u>	<u>+ 121</u>		
Personnel		<u>27,270</u>	<u>22,777</u>	<u>- 4,493</u>		
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other		<u>1,700</u>	<u>7,417</u>	<u>+ 5,717</u>		
Indirect Costs		<u>3,272</u>	<u>2,169</u>	<u>- 1,103</u>		

VI. Data Processing
(costs included above) _____

VII. Personnel

F/T CSC	<u>0.40</u>	<u>0.20</u>	<u>- 0.20</u>	
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
None.

Will grant funded employees be retained after this grant terminates? If so, How?
No.

*VIII. Contractual Services: Open Bid none Sole Source none (If sole source, attach Request for Estimate Form)

Item 1g - File 146-91-25.1

Department: Department of Public Health (DPH)
Bureau of Epidemiology and Disease Control

Item: Resolution authorizing the Department of Public Health to accept and expend an augmentation to a grant which excludes indirect costs, since these costs are not allowed by the funder, for immunization services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

Grant Amount: \$20,625

Source of Funds: State Department of Health Services

Grant Period: October 1, 1991 to June 30, 1992

Project: Immunization Services

Description: The proposed grant funds would be used to fund the planning of a new immunization program. The proposed grant would support the position of a Project Director to oversee the planning and program organization of a demonstration project for the prevention of Hepatitis B prior to its inception date of January 1992. The Universal Infant Hepatitis B Immunization Demonstration Project planning phase will be carried out by the Project Director during the last three months of 1991. The project components would be:

- A program to assure the immunization, for Hepatitis B, of all infants born in San Francisco.
- A program to provide Hepatitis B immunization to sixth graders in San Francisco Unified Schools.
- The provision of Hepatitis B vaccine to a sample of private clinicians and public health clinics for immunizing children under seven in families at high risk of Hepatitis B.

No. of Units of Service: This grant would fund program planning only.

Project Budget:	<u>Personnel</u>		
	1 Sr. Health Educator x 3 mos.	\$13,878	
	Fringe Benefits @ 27 percent	<u>3,747</u>	
	Personnel Total		\$17,625

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<u>Materials and Supplies</u>		
Office Supplies	\$1,500	
Health Education Materials	<u>500</u>	
Materials and Supplies Total		\$2,000
<u>Travel</u>		<u>1,000</u>
TOTAL		\$20,625

Indirect Cost: None. The State requires that all monies be expended for direct services and does not allow indirect costs.

Local Match: None.

Comments: 1. The proposed grant would supplement an existing grant of \$94,772 for the provision of immunization services. However, Mr. Carlos Rendon of the DPH reports that implementation of the proposed Universal Infant Hepatitis B Immunization Demonstration Project, which would begin in January of 1992, would be independent of the Immunization Services program.

2. The proposed grant of \$20,625 would fund only the planning of the Universal Infant Immunization Project. Mr. Rendon reports that implementation of the proposed program would be funded through the State Department of Health Services through the Federal Centers for Disease Control, and that the total project budget would be approximately \$668,460. Mr. Rendon further reports that the State has indicated that the DPH will receive this \$668,460 to implement the Universal Infant Hepatitis B Immunization Demonstration Project beginning in January, 1992. A separate resolution authorizing DPH to apply for, accept and expend these additional funds will be brought before the Board of Supervisors.

3. The DPH advises that if the proposed grant were reduced or terminated, personnel would be reduced or terminated accordingly. The proposed grant would include one FTE for three months.

4. According to Mr. Rendon, the Department is not required to submit an application for the proposed augmentation grant. Mr. Rendon notes that the DPH will be required to submit an application to the State for the implementation funds noted above because those funds would be a separate grant and not an augmentation to the Immunization Services grant.

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5. According to Mr. Rendon, the DPH will not begin to incur costs against this grant until the contract with the State is formally approved, which would occur about four weeks after a resolution is approved by the Board of Supervisors. Therefore, the proposed planning would not begin until approximately mid-November, Mr. Rendon advises. Mr. Rendon reports that any unused funds for October, 1991 and part of November, 1991 would be returned to the funder at the end of the contract period.

6. Attached is the Summary of Grant Request Form as prepared by the DPH.

7. A copy of the Disability Access Checklist, as prepared by the Department, is in the file.

Recommendation: Approve the proposed resolution.

Health Commission - Summary of Grant Request

Rev. 4/10/90

Director State Dept. of Health Services
 Contact Person Les Burd
 Address 2151 Berkeley Way
Berkeley, CA 94704
 Amount Requested \$ 20,625
 Term: From 10/1/91 To 6/30/92
 Health Commission N/A

Division Community Public Health Services
 Section Epidemiology & Disease Control
 Contact Person Carlos Rendon
 Telephone 554-2832
 Application Deadline No application required
 Notification Expected October 15, 1991
 Board of Supervisors: Finance Committee 9/25/91
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to) grant in the amount of \$20,625 from the period of 10/1/91 to 6/30/92 to provide immunizations & perinatal hepatitis B prevention services.
 (Circle appropriate words)

II. Summary: (Concise summary of need addressed; number - groups served; services and providers)

These are supplemental funds to support the position of a Project Director to oversee the planning and program organization of a demonstration project for the prevention of hepatitis B prior to its inception date of January 1992. The UNIVERSAL INFANT HEPATITIS B IMMUNIZATION DEMONSTRATION PROJECT planning phase will be carried out by the Project Director during the last 3 months of 1991. The project components are: a program to assure the immunization, for hepatitis B, of all infants born in San Francisco; a program to provide hepatitis B immunization to 6th graders in S.F. Unified Schools; and the provision of hepatitis B vaccine to a sample of private clinicians and public health clinics for immunizing children under 7 in families at high risk of hepatitis B.

III. Outcomes/Objective:

Elimination of hepatitis B in San Francisco if these immunization practices continue after the demonstration project is completed.

IV. Effects of Reduction or Termination of These Funds:

This demonstration project is intended to serve as a model for universal infant immunization of hepatitis B nationwide.

	Current Grant		Augmentation	Col. D	Req. Match	Approved by
	Col. A	Col. B				
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>81,600</u>	<u>94,772</u>	<u>20,625</u>		<u>N/A</u>	
Personnel	<u>66,247</u>	<u>88,012</u>	<u>17,625</u>			
Equipment	<u>5,000</u>	<u>0</u>	<u>1,500</u>			
Contract Svc.	<u>0</u>	<u>0</u>	<u>0</u>			
Mat. & Supp.	<u>1,750</u>	<u>2,035</u>	<u>500</u>			
Facilities/Space	<u>0</u>	<u>0</u>	<u>0</u>			
Other	<u>8,603</u>	<u>4,725</u>	<u>1,000</u>			
Indirect Costs	<u>0</u>	<u>0</u>	<u>**</u>			

VI. Data Processing: ** State subvention funds may only be used for direct program services. Indirect costs are not allowed.

(Costs included above)

VII. Personnel

F/T CSC	<u>2</u>	<u>2</u>	<u>1</u>			
P/T CSC	<u>0</u>	<u>0</u>	<u>0</u>			
Contractual	<u>-</u>	<u>-</u>	<u>N/A</u>			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
Yes, this is a continuation grant.

VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Example Form)

Item 1h - File 146-91-35.1

Department: Department of Public Health (DPH),
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health, to accept and expend a State grant augmentation, that includes indirect costs in the amount of \$595 based on one percent of personnel costs, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

Grant Amount: \$61,795

Source of Grant: State Department of Health Services, Office of Family Planning

Grant Period: July 1, 1991 to June 30, 1992

Project: Family Planning Services

Description: The Board of Supervisors previously authorized the DPH to accept and expend a grant in the amount of \$350,000 for Family Planning Services (File 146-91-35). The State Department of Health services has now notified the DPH that it will allocate an additional \$61,795 to augment these services. Family Planning Services provide family planning and pregnancy testing services to low-income, ethnically diverse women between the ages of 15 and 44. Additionally, the program provides infertility services to low-income couples. The proposed grant augmentation would be used to expand family planning and pregnancy testing services to high-risk adolescents and substance abusing women at DPH clinics.

**No. of Persons
to be Served:** Approximately 1,000 patient visits

Project Budget:	<u>Personnel</u>	
	Health Worker III	\$25,682
	Health Worker I	20,880
	Fringe Benefits	<u>13,438</u>
	Total Personnel	\$60,000
	<u>Operating Expenses</u>	
	Materials and Supplies	1,200
	<u>Indirect Costs</u>	<u>595</u>
	Total	\$61,795

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Required Match: None

Indirect Costs: \$595 or one percent of Personnel - The one percent of Personnel is the same percentage amount used for the original grant. The State will not permit more than one percent to be earmarked for indirect costs.

Comments:

1. The proposed resolution authorizes the DPH to accept and expend a State grant augmentation, and "to authorize the expenditure of the grant funds to establish and finance Civil Service positions for the provision of these services." This clause is intended to be used for grants which create new Civil Service positions. The two proposed grant-funded positions are existing positions within the DPH. As such, the proposed resolution should be amended to replace the "establish and" clause included in the proposed resolution, with a clause that reads "to authorize the expenditure of the grant funds to continue financing Civil Service positions for the provision of these services."
2. The DPH was not required by the State to submit a grant application for the proposed grant augmentation.
3. The DPH reports that it is unlikely that the grant augmentation would be reduced or terminated. However, if the grant augmentation funds are reduced or terminated, then the two grant-funded positions would be similarly reduced or terminated.
4. As noted above, the grant augmentation has an effective date of July 1, 1991. The DPH reports that although these funds have an effective date of July 1, 1991, the Department has not incurred any expenditures against these grant augmentation funds.
5. Attached is a Summary of Grant Request, as prepared by DPH, for the proposed grant augmentation.
6. The DPH has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is on file.

Recommendation: Amend the proposed resolution to replace the clause authorizing the expenditure of grant funds "to establish Civil Service positions," with a clause that reads "to continue financing Civil Service positions" and approve the proposed resolution as amended.

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BUDGET ANALYST

Grantor State of California Division CPHS
 Contact Person Gail Koester Section Family Health
 Address 714 "P" Street Contact Person Stephen Purser/Liz Rojas
Sacramento, CA 95814 Telephone 554-2563
 Amount Requested \$ 61,795 Application Deadline NONE
 Term: From July 1, 1991 To June 30, 1992 Notification Expected Already received
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a
 (Circle appropriate words) grant in the amount of \$ 61,795 from the period of July 1, 1991 to June 30, 1992
 to provide family planning and pregnancy testing services.

II. Summary: (Concise summary; brief description; number & groups served; services and providers)

This supplemental funding amount will allow the department to expand its services
 to high risk adolescents and substance abusing women at DPH sites in San Francisco.

III. Outcomes/Objectives:

To provide medical examinations and contraceptive supplies in compliance with OFP
 requirements for approximately 14,500 visits.

IV. Effects of Reduction or Termination of These Funds:

Increase in numbers of unintended pregnancies and an increase of sexually transmitted
 diseases with concomitant effects on fertility.

V. Financial Information:

	Col. A	Col. B	Augmentation	Col. D	Reg. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount		350,000	61,795			
Personnel		259,400	60,000			
Equipment		0	0			
Contract Svc.		67,000	0			
Mat. & Supp.		19,000	1,200			
Facilities/Space		0	0			
Other		2,000	0			
Indirect Costs		2,600	595			

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC	5.0	2.0		
P/T CSC	.5			
Contractual	2.5			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

One half time from federal CDC grant.

Will grant funded employees be retained after this grant terminates? If so, How?

Grant is being supplemented. It is unlikely it will be reduced or terminated.

All current incumbents are permanent employees.

VIII. Contractual Services: Open Bid X Sole Source _____ (If sole source, attach Request for Estimated Form)

Item 1i - File 146-91-54.1

Department: Department of Public Health (DPH),
Community Public Health Services (CPHS)

Item: Resolution authorizing the DPH to accept and expend a Federal grant, which includes indirect costs in the amount of \$41,247 based on 20 percent of personnel costs for linked primary care medical and substance abuse treatment services, and to establish and finance Civil Service positions for the provision of these services.

Amount: \$698,662

Source of Grant: U.S. Department of Health and Human Services,
Health Resources and Services Administration

Grant Period: October 1, 1991 to September 30, 1992

Project: Primary Care/Addiction Linkage Treatment Services (PALS)

Project Description: The Board of Supervisors previously authorized the DPH to apply for the proposed grant (File 146-91-54). The proposed grant would fund the third year of a four-year demonstration project to link primary health care to drug treatment and counseling. The project has three primary objectives: (1) to plan, implement and study the feasibility and outcomes of projects in which substance abuse and primary care services are co-located, (2) to study the impact on health outcomes when case management is provided in this context and (3) to provide training for medical and nursing staff, allied health staff, social workers and community based organizations on substance abuse, primary care, HIV disease, mental illness and the implications for service provision which occur because of the inter-relationship between these elements. Primary care and substance abuse services would be provided to project clients through the City-operated Tom Waddell Clinic, and the non-profit Haight Ashbury Free Clinic and the non-profit Bayview Hunters Point Foundation. A staff training component would also be provided at Haight Ashbury Free Clinic. Additionally, the University of California, San Francisco, Institute for Health Policy Studies would continue to serve as an evaluation consultant for the program.

No. of Persons to be Served: 300 Clients

Required Match: None

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Indirect Costs: \$17,071, based on approximately 12 percent of total personnel costs, excluding fringe benefits, of reduced grant award (See Comment #2).

Project Budget:	<u>Personnel</u>	<u>FTEs</u>	
	Project Coordinator	1.00	\$48,128
	Medical Social Worker	1.00	40,846
	Registered Nurse	.50	22,992
	Case Manager	.50	22,055
	Clerk Typist	.30	8,237
	Fringe Benefits		<u>39,832</u>
	Total Personnel	3.30	182,090
	<u>Travel and Training</u>		2,000
	<u>Supplies</u>		4,000
	<u>Contractual Services</u>		
	Haight Ashbury Medical Clinic		185,224
	Bayview Hunters Point Foundation		157,217
	Institute for Health Policy Studies		49,544
	<u>Indirect Costs</u>		<u>17,071</u>
	Total Project Budget		\$597,146

Comments:

1. As noted in the project budget above, the amount which the DPH is requesting authorization to accept and expend is \$597,146 instead of \$698,662 as indicated on the proposed legislation. Ms. Janet Murphy of the DPH reports that because of Federal budget reductions, the DPH has been informed that it would receive a reduced grant amount. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend a grant award in the amount of \$597,146 instead of \$698,662.

2. Also as noted above, the proposed grant includes \$17,071 in indirect costs which is 12 percent of total personnel, excluding fringe benefits. The DPH is requesting approval from the Board of Supervisors to calculate indirect costs as 12 percent of personnel, rather than 20 percent of personnel which the DPH had initially included in the proposed legislation as indirect costs for this grant. Twenty percent of personnel costs, excluding fringe benefits, for indirect costs would total \$28,452. The DPH reports that this request is being made in order for the DPH to re-allocate funds to direct program services. Approval of the DPH to calculate indirect costs as 12 percent of personnel rather than 20 percent of

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personnel is a separate policy matter for the Board of Supervisors.

3. The proposed grant period began on October 1, 1991. Ms. Murphy reports that services have continued to be provided even though the DPH has not previously requested the Board of Supervisors to accept and expend the proposed grant funds. Ms. Murphy reports that the Haight Ashbury Medical Center, the Bayview Hunters Point Foundation and the Institute for Health Policy Studies have continued to provide these services, and when the proposed grant funds are received, the DPH would reimburse these non-profit agencies for their expenditures. The City provided services have been funded through the Department's Salary Savings. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend the proposed grant funds retroactively.

4. The \$2,000 budgeted for Travel and Training would be used for the Project Coordinator to attend an annual conference for \$1,500. An additional \$500 is requested for training, primarily for two part-time Case Managers. An additional part-time Case Manager would be provided as in-kind personnel for the proposed budget and therefore this position is not included in the above-listed budget.

5. The \$4,000 budgeted for Supplies would be used for postage, telephone, xeroxing and laboratory tests.

6. The \$185,224 budgeted for the Haight Ashbury Medical Clinic and the \$157,217 budgeted for the Bayview Hunters Point Foundation would be used to provide substance abuse counseling and primary care services at the two clinics. The \$49,544 which is budgeted for the Institute for Health Policy Studies would be used to provide service evaluation services for the program.

7. The DPH advises that the Department will not retain the 3.30 grant positions when funding for this project is terminated.

8. The proposed resolution authorizes the DPH to accept and expend a Federal grant, and "to authorize the expenditure of the grant funds to establish and finance Civil Service positions for the provision of these services." This clause is intended to be used for grants which create new Civil Service positions. However, the 3.30 proposed grant-funded positions are existing positions within the DPH. As such, the proposed resolution should be amended to replace the "establish" clause included in the proposed resolution, with a clause that

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reads "to authorize the expenditure of the grant funds to continue financing Civil Service positions for the provision of these services."

9. Attached is the Health Commission "Summary of Grant Request," as prepared by DPH for the proposed grant funds.

10. A copy of the Disability Access Checklist, as prepared by the Department, is in the file.

Recommendations: 1. Amend the proposed resolution to authorize the DPH to accept and expend a Federal grant in the amount of \$597,146, instead of \$698,662.

2. Approval of including indirect costs in the amount of \$17,071, which is 12 percent of personnel costs rather than 20 percent of personnel costs, is a separate policy matter for the Board of Supervisors.

3. Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant retroactively.

4. Amend the proposed resolution to replace the clause authorizing the expenditure of grant funds "to establish Civil Service positions," with a clause that reads "to continue financing Civil Service positions."

5. Approve the proposed ordinance as amended.

Grantor <u>HHS - HRSA</u> Contact Person <u>Nancy Benson</u> Address <u>HRSA</u> <u>12100 Parklawn Dr. Rockville, MD 20857</u> Amount Requested \$ <u>750,000 698,662</u> Term: From <u>10/1/91</u> To <u>9/30/92</u> Health Commission <u> </u> Board of Supervisors: Finance Committee <u> </u> Full Board <u> </u>	Division <u>CPHS/CPHS</u> Section <u>Administration</u> Contact Person <u>Sam Ho, M.D./Janet Murphy</u> Telephone <u>554-2617</u> Application Deadline <u>7/10/91</u> Notification Expected <u>8/30/91</u>
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I. Item Description: Request to (Apply for) (accept+expend a (new) (continuation) (allotment) (augmentation/obj) grant in the amount of \$ 698,662 from the period of 10/1/91 to 9/30/92 to provide primary medical care linked to substance abuse services.

(Circle appropriate words)

II. Summary: (Concise history; need addressed; number & groups served; services and providers)
This is the third year of program that provides coordinated linkage between primary health care and substance abuse services in S.F. Approximately 300 new clients will receive services provided through Tom Waddell Clinic, Haight Ashbury Free Clinic, and Bayview-Hunter's Point Foundation.

III. Outcomes/Objectives:
To improve access to care and health outcome of IV drug users; reduce prevalence of IV drug use and reduce the spread of HIV infection stemming from IV drug use.

IV. Effects of Reduction or Termination of These Funds:
Reduction or termination of these funds would seriously impair a program that is achieving a high degree of success in reaching its proposed objectives.

V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Rec. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	<u>600,000</u>	<u>920,209</u>	<u>**698,662</u>	<u>(\$221,547)</u>	<u> </u>	<u> </u>
Personnel	<u>45,278</u>	<u>258,609</u>	<u>215,970</u>	<u>(42,639)</u>	<u> </u>	<u> </u>
Equipment	<u>3,000</u>	<u>4,855</u>	<u>- 0 -</u>	<u>(4,855)</u>	<u> </u>	<u> </u>
Contract Svc.	<u>316,553</u>	<u>512,824</u>	<u>449,945</u>	<u>(62,879)</u>	<u> </u>	<u> </u>
Mat. & Supp.	<u>24,000</u>	<u>46,200</u>	<u>4,000</u>	<u>(42,200)</u>	<u> </u>	<u> </u>
Travel&Training	<u>5,000</u>	<u>6,000</u>	<u>3,500</u>	<u>(2,500)</u>	<u> </u>	<u> </u>
Other operating	<u>132,946</u>	<u>40,000</u>	<u>5,000</u>	<u>(35,000)</u>	<u> </u>	<u> </u>
Indirect Costs	<u>73,223</u>	<u>51,721</u>	<u>20,247</u>	<u>(31,474)</u>	<u> </u>	<u> </u>

**** This amount includes a \$145,652.00 carry forward request from year 2.**

VI. Data Processing
(see & included above)

VII. Personnel

	<u>3.0</u>	<u>6***</u>	<u>3</u>	<u> </u>	<u> </u>
F/T CSC	<u> </u>	<u>.20</u>	<u>1.70</u>	<u> </u>	<u> </u>
P/T CSC	<u> </u>	<u>7.9</u>	<u>9.25</u>	<u> </u>	<u> </u>
Contractual	<u>6.5</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

***** 3 FTE for partial year only.**

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
There will be a fourth year of funding for this project, afterwhich there are no plans to retain these grant funded employees.

*VIII. Contractual Services: Open Bid Sole Source XX (If sole source, attach Request for Example Form)

Item 1j - File 146-91-69

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing DPH to accept and expend a supplemental grant to augment the AIDS Surveillance Project, which includes indirect costs of \$16,217 based on twenty percent of personnel costs to augment the AIDS Surveillance Project, and to authorize the expenditure of these supplemental grant funds to establish and finance Civil Service positions for the provision of these services, for the residents of San Francisco.

Grant Amount: \$176,546

Grant Period: September 1, 1991 to August 31, 1992

Source of Funds: U.S. Department of Health and Human Services Centers for Disease Control (CDC)

Project: AIDS Surveillance Project/Young Men's Study

Description: The proposed supplemental grant would fund a study of 500 gay/bisexual men between the ages of 17 and 21 to determine the prevalence of HIV infection and markers for Hepatitis B virus and syphilis among young gay/bisexual men in San Francisco and estimate the level of risk behaviors in this population. The study would consist, in part, of setting up mobile test sites in areas where young gay/bisexual men may congregate, such as bars, and drawing blood samples on-site. Participants would go to the DPH for follow-up testing.

Project Budget:	<u>Personnel</u>	<u>FTE</u>	
	Sr. Disease Control Investigator	1.00	\$37,152
	Disease Control Investigator	1.14	38,880
	Microbiologist	.12	5,054
	Personnel Subtotal	2.26	\$81,086
	Fringe Benefits @ 26 percent		<u>21,082</u>
			\$102,168
	<u>Travel</u>		638
	<u>Staff Training</u>		1,200

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Operating Costs

Materials and Supplies	\$500
Postage	100
Telephone	2,321
Rent	4,498
Reproduction	<u>500</u>

Operating Costs Subtotal \$7,919

Mobile Test Site Costs

RV Rental & Insurance (\$1,500 per week x 8 wks)	\$12,000
Parking/Storage	2,100
Fuel/Incidentals	<u>800</u>

Mobile Test Site Subtotal \$14,900

Clinic Costs

Lab Tests	7,420
Clinical Supplies	<u>1,084</u>
	8,504

Client Incentives (\$50 per client x 500 clients) 25,000

Indirect Costs (20 percent of personnel) 16,217

Project Total \$176,546

Required Match: None

**No. of
Persons Served:** The proposed grant would be used to analyze the trend of the AIDS disease throughout the population of young men in San Francisco.

Indirect Costs: \$16,217, or 20 percent of personnel costs.

Comments: 1. The Young Men's Study was formerly funded by the State Block Grant. Mr. Tim Piland of the DPH reports. The State Block Grant provided \$17,000 for the proposed study. Thus, the proposed grant represents an increase of \$159,546, or over ten times the previous funding level. According to Mr. Piland, the reason for this large increase is that the original study was a small pilot study, and, due to the success of the pilot, the CDC has decided to fund the project at full scale. Mr. Piland advises that the original study focussed on young men between the ages of 17 and 25. The proposed study would be limited to young men between the ages of 17 and 21, Mr.

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Piland reports, because the CDC has a particular interest in the study of AIDS trends among younger men.

2. Mr. Piland reports that the funder does not require that the DPH submit an application for the proposed grant.

3. The DPH advises that if grant funds are terminated or reduced, personnel would be terminated or reduced accordingly. The proposed grant includes a total of 2.26 FTEs in the Department of Public Health.

4. According to Mr. Piland, the proposed resolution does not need to be amended to authorize the DPH to accept and expend the proposed grant retroactively because the DPH has not yet received the grant funds, but would be reimbursed for services provided since September 1, 1991. The Department is currently expending General Fund monies to support these grant funded services. Mr. Piland advises that the proposed grant funds would reimburse the General Fund entirely for all such expenditures.

5. Mr. John Madden of the Controller's Office reports that his Department is working with the DPH to ensure that the DPH identifies a specific alternate source of funding within its General Fund budget (e.g., salary savings) to bridge the funding gap between the expiration of a prior grant and the formal notice of approval of a new grant.

6. The "Summary of Grant Request" as prepared by DPH is attached.

7. The DPH has submitted a Disability Access Checklist, which is in the file.

Recommendation: Approve the proposed resolution.

Dept of Health and Human Services
 Centers for Disease Control
 Contact Person Lin Dixon/Jeff Efrid
 Address 255 E. Paces Ferry Road
Atlanta, GA 30305
 Amount Requested \$ 176,546
 Term: From 9-1-91 To 8-31-92
 Health Commission 9-3-91 Board of Supervisors: Finance Committee _____
 _____ Full Board _____

Division CO/AIDS Div
 Section AIDS Office
 Contact Person Tim Piland
 Telephone 554-9132
 Application Deadline n/a
 Notification Expected _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a
 (Circle appropriate words) grant in the amount of \$ 176,546 from the period of 9-1-91 to 8-31-92
 to provide AIDS Surveillance Project/Young Men's Study services.

II. Summary: (Concise history; need addressed; services or groups served; services and providers)

CDC wants to supplement the AIDS Surveillance Project to continue funding the Young Men's Study (formerly funded by the State Block Grant); study will determine the prevalence of HIV infection and of markers for Hepatitis B virus and syphilis among young gay/bisexual men in San Francisco and estimate the level of risk behaviors in this population.

III. Outcomes/Objectives:

This program will provide study services to 500 gay/bisexual men between the ages of 17 and 21 to determine the prevalence of HIV infection and of markers for Hepatitis B infection and syphilis and to estimate the level of risk behaviors in this population.

IV. Effects of Reduction or Termination of These Funds:

Failure to accept and expend these supplemental funds would prevent the AIDS Office from continuing this important research project and possibly jeopardize future research funds.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Reo. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount		17,000	176,546	+159,546	none	
Personnel		0	102,168	+102,168		
Equipment		0	0	0		
Contract Svc.		0	0	0		
Mat. & Supp.		3,500	9,004	5,504		
Facilities/Space		0	4,498	+ 4,498		
Other		13,500	44,659	+ 31,159		
Indirect Costs		0	16,217	+ 16,217		

VI. Data Processing

(Costs included above)

VII. Personnel

F/T CSC	0.00	2.26	+ 2.26
P/T CSC			
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid none Sole Source none (If sole source, attach Request for Proposals Form)

Item 1k and 1l - Files 84-91-2 and 101-90-86.1

Department: Police Department
Real Estate

Items: 84-91-2: Resolution authorizing the City and County of San Francisco to acquire, on behalf of the Police Department, the real property located in Assessor's Block 3577 and identified as Lots 1, 1A, 4, 5, 60, 64 and a portion of 65; and to adopt findings pursuant to City Planning Code Section 101.1.

101-90-86.1: Release of reserved funds to purchase property for the new Mission Police Station.

Amount: \$5,000,000

Source of Funds: 1987 Police Facilities Improvement Bond Fund

Description: In November, 1987, the voters authorized the issuance of \$28 million in Police Facilities Improvement Bonds for the renovation of various Police Department facilities. In July, 1988 the first bond sale in the amount of \$11 million occurred to (1) acquire land for the new Bayview Station, (2) renovate the pistol range and the Ingleside and Richmond Stations, and (3) provide planning money for preliminary studies on the Taraval and Mission Stations. \$10.9 million was sold at the second bond sale on January 1, 1991. In April of 1991, the Board of Supervisors appropriated \$11,497,197 for Police facilities maintenance projects and placed \$9,217,612 on reserve. This request for a release of reserve is \$5 million of that \$9,217,612 on reserve (File 101-90-86.1). The \$5 million was placed on reserve for the purchase of property to house the new Mission Police Station and Juvenile Division building and to sell portions of the property to Mission Housing Inc. and the Police Athletic League pending detailed information on the City-funded purchase of 20,000 square feet for Mission Housing Inc. File 84-91-2 would authorize the City to acquire the proposed property that the \$5 million would be used to purchase.

The current Mission Police Station, located at Valencia and 24th Street and built in 1947, is 7,650 square feet and, according to the Police Department, should be 20,000 square feet on contemporary spatial standards. Funding would be used to finance site acquisition costs, legal, real estate fees and DPW's Bureau of Architecture (BOA) for a new Mission Station and Juvenile Division building to be located at 17th and Valencia Streets.

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The \$5 million in reserved funds would be used as follows:

<u>Activity</u>	<u>Amount</u>
Purchase price (90,000 sq. ft.)	\$4,790,000
Title & Escrow Fees	<u>15,000</u>
Subtotal	\$4,805,000
BOA (to develop blueprints for the new Mission Police Station & the Juvenile Division building)	<u>\$195,000</u>
Total	\$5,000,000

The proposed property contains a total of approximately 90,000 square feet and includes both open land and warehouses. Some of the buildings would be torn down for the new Mission Police Station and the Juvenile Division building. The proposed new site would have approximately 34,000 sq. ft. for parking police vehicles (the present location has parking for only one-third of the assigned police vehicles) and a 26,000 square foot facility (20,000 sq. ft. for the new Mission Police Station and 6,000 sq. ft. for the Juvenile Division). (see attached map.)

Comments:

1. 20,000 square feet of open land of the total proposed 90,000 square feet Mission Station property would be sold to Mission Housing Inc. through a loan financed by FY 1990-91 Community Development Block Grant Funds for \$48.52 per square foot or \$970,400. Therefore, the net cost to the City to purchase this property would be \$3,834,600 (\$4,805,000 - \$970,400 = \$3,834,600.) According to Mr. Olson Lee of the Mayor's Office of Housing, the Mission Housing Inc. intends to use the proposed 20,000 square foot property to build 50 units of low income housing for frail elders living on 50 percent of the median income (currently the median income is \$34,930 for a single person.) The Police Department and Mission Housing Inc. have begun drafting the purchase and sale agreement. Mission Housing Inc. is a nonprofit housing development organization which builds low income housing in the Mission District.

2. An additional 10,000 square feet (a warehouse on 17th Street) was to be sold to the Police Athletic League (PAL), a nonprofit organization, for \$60 per square foot or \$600,000, but the PAL was unable to afford it. Because the Police Department is losing storage space in the basement of the Hall of Justice to the Sheriff's Department, the Police

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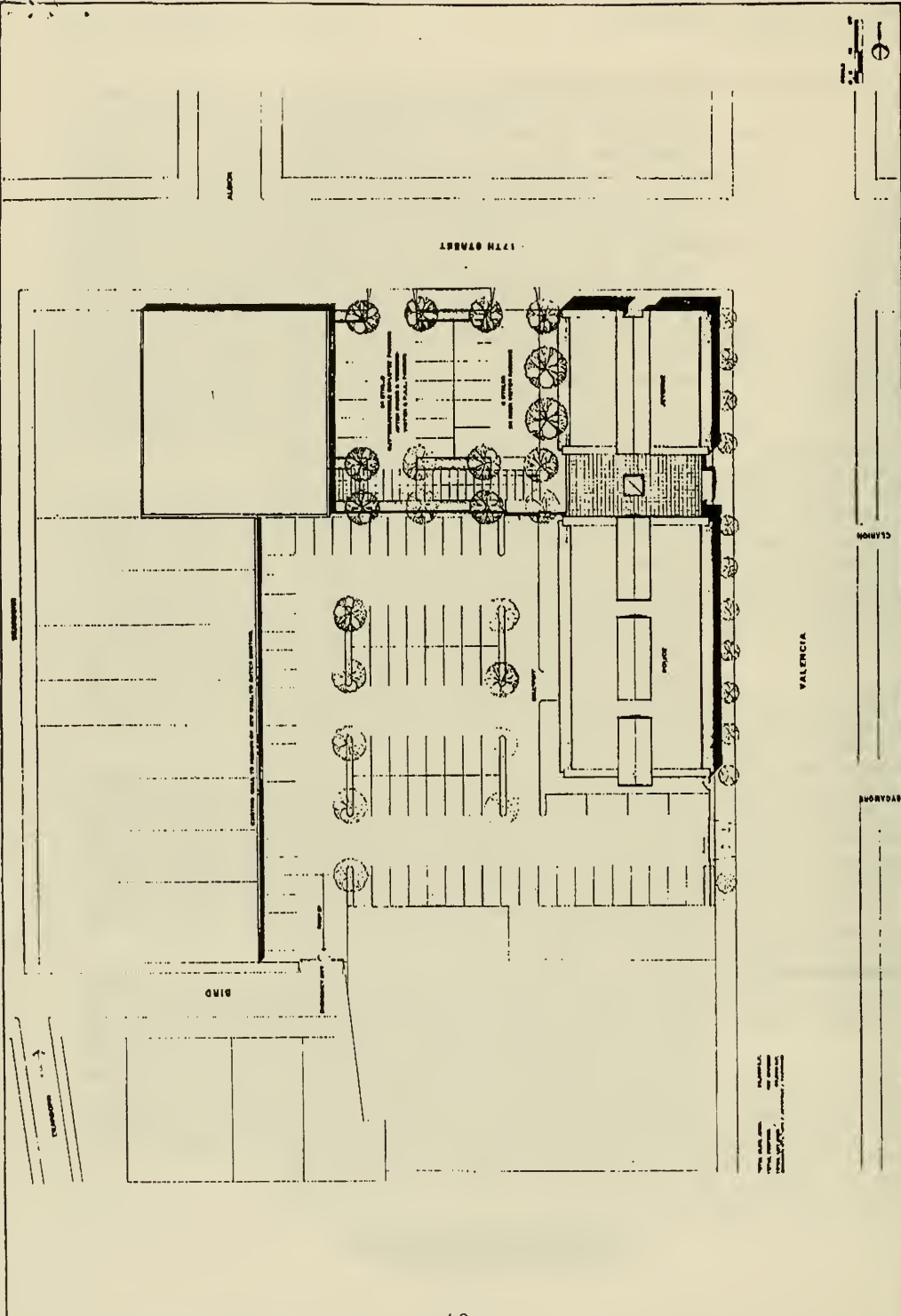
Department intends to use this 10,000 sq. ft warehouse to store commander vehicles and barricades. Captain Thomas Suttmeier of the Police Department advises that if this warehouse does not prove economically feasible to maintain, the Police Department would turn the warehouse property over to the Department of Real Estate to sell. Captain Suttmeier further advises that, because of the current real estate market, the City would receive a better price if it waits to sell. Because the Police Department's original plan to sell 10,000 sq. ft. of the proposed 90,000 sq. ft. property purchase for \$600,000 has been changed causing the City to spend an additional \$600,000 for the new Mission Station and Juvenile Division building, the Budget Analyst believes that the request for a release of the \$5 million placed on reserve for the new Mission Police Station and the proposed resolution authorizing the City to acquire the proposed property are policy matters for the Board of Supervisors.

3. Mr. Larry Ritter of the Department of Real Estate reports that the sale of the proposed 20,000 square feet is the same unit value as the rest of the property. Mr. Ritter further reports that the proposed purchase at 17th and Valencia Streets represents a fair market value. Captain Suttmeier advises that this \$970,400 of additional revenue would be put into the 1987 Police Facilities Improvement Bond Fund. In addition, the the Police Department intends to sell the existing Mission Police Station and Juvenile Division building and these proceeds would also be put into the 1987 Police Facilities Improvement Bond Fund.

4. Captain Thomas Suttmeier of the Police Department reports that the Police Department intends to use part of the remaining \$6.1 million in unsold bond funds (\$11 million from the first sale plus \$10.9 million from the second sale equals \$21.9 and \$28 million, the total bond amount, minus \$21.9 million equals \$6.1 million) to finance the construction of the proposed new Mission Police Station and Juvenile Division building.

Recommendations: Because the Police Department's original plan to sell 10,000 sq. ft. of the proposed 90,000 sq. ft. property purchase for \$600,000 has been changed causing the City to spend an additional \$600,000 for the new Mission Station and Juvenile Division building, the Budget Analyst believes that the request for a release of the \$5 million placed on reserve for the new Mission Police Station and the proposed resolution authorizing the City to acquire the proposed property are policy matters for the Board of Supervisors.

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BUDGET ANALYST



PREPARED BY: S.F.P.D. PLANNING DIVISION		DATE: 1964	
DRAWN BY: S.F.P.D. PLANNING DIVISION		SCALE: 1" = 100'	
CHECKED BY: S.F.P.D. PLANNING DIVISION		PROJECT NO.: 17TH STREET	
APPROVED BY: S.F.P.D. PLANNING DIVISION		PROJECT NAME: VALANCIA POLICE STATION	
CITY AND COUNTY OF SAN FRANCISCO		DEPARTMENT OF PUBLIC WORKS	
BUREAU OF ARCHITECTURE		17TH STREET	

Item 1m - File 100-91-1,2

Note: This item was continued from the Finance Committee meeting of September 25, 1991

Department: Medical Examiner/Coroner

Item: Release of reserve

Amount: \$36,000

Source of Funds: General Fund

Description: In the 1991-92 Medical Examiner/Coroner budget, the Finance Committee reserved \$36,000 for the purchase of equipment (furniture), pending the Department submitting budget details on the expenditure of these funds.

The Medical Examiner/Coroner's Office reports that the \$36,000 would be used to create and furnish modular office space in two rooms that house the department's physicians and medical technologists. Currently, according to the Department, five staff are housed in two offices with limited space and no privacy and, as such, dictation, court preparations, consultations and interviews are extremely difficult to conduct. The Department reports that within the next five months, with the hiring of additional pathologists, the existing space will need to accommodate five full-time forensic pathologists plus two full-time medical technologists. Additionally, the area will be used to house forensic residents who are participants in a training program.

Comment: The Medical Examiner reports that the Purchasing Department has not, as yet, closed the bids for the purchase of the furniture. Therefore, the Medical examiner is requesting that this item be continued to the October 30, 1991, Finance Committee meeting, in order to allow the Department sufficient time to acquire the specific budget details for this release of reserve funds.

Recommendation: Continue this item to the Finance Committee meeting on October 30, 1991, as requested by the Medical Examiner.

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Item 2 - File 200-91-2

Note: This item was continued by the Finance Committee at its meeting of October 2, 1991.

1. This item is a hearing to consider the status of the City's current and future infrastructure projects – street repairs and improvements, rehabilitation and improvement of public buildings and facilities, infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities, such as the Public Library, Police stations, jail facilities, earthquake safety improvements, Civic Center complex repairs and restoration; and relevant financing issues.

2. The Department of City Planning, the Office of the Chief Administrative Officer (CAO) and the Department of Public Works have recently developed a draft report entitled the City and County of San Francisco Capital Improvement Advisory Committee Six Year Capital Management Plan: FY 1991-96. The authors of the report state that the purpose of the report is to provide background information and context for the Capital Improvement Advisory Committee (CIAC) and other decision makers who will be reviewing capital budget requests and bond program requests over the next several years. As such, the report provides a detailed overview of the City's capital needs and funding sources. A summary of the report's general observations on the status of the City's infrastructure is attached (see Attachment).

3. The CAO, on behalf of the CIAC, has recently proposed to the Finance Committee that the City commit itself to investing a minimum of 2.5 percent of the annual General Fund budget for the maintenance, rehabilitation and special needs of the City's 552 General Fund supported buildings. The CAO has projected needed annual General Fund expenditures, for capital investments, (beginning in 1992-93), as follows:

<u>Area of Capital Investment</u>	<u>Annual Cost in 1991 Dollars (millions)</u>
1. Routine facilities maintenance and unscheduled minor repairs (annual program)	\$8.0
2. Special Needs: Asbestos control, physical accessibility, underground tanks (6-year program for a total projected cost of \$21 million)	3.5
3. Major building component rehabilitation and replacements per facilities condition monitoring system; primarily future cost avoidances or replacement of non functional systems (10-year catch-up program for a total projected cost of \$100 million)	10.0

4. Building changes to accommodate changes in departmental mission, program growth, changed technology or court mandates (annual program) 4.5
- Total \$26.0*

*The \$26.0 million would be adjusted annually for inflation, deferred maintenance, mandated needs, and other improvement work to provide for a pay-as-you-go maintenance and improvement program.

4. An earlier CIAC budget proposal for facilities maintenance and capital improvements for FY 1991-92, totaled approximately \$14.7 million as follows:

<u>Area of Capital Investment</u>	<u>Proposed Amount</u>
Routine Maintenance	\$8.0
Special Needs (i.e., Asbestos Control, Underground Tanks)	3.7
Major Building Rehabilitation and Replacement	2.0
Building Changes	<u>1.0</u>
Total	\$14.7

5. Mr. Calvin Malone a staff member of the CIAC reports that there are two distinct advantages to funding the capital improvement program, beginning in 1992-93, at the \$26 million level as opposed to the \$14.7 million level. First, funding at the \$26 million dollar level would significantly accelerate the timeframe in which the current deficiencies in the City's facilities could be corrected. Secondly, a more appropriate level of funding would be available to support changes in City buildings having to do with changes in departmental mission, program growth, changed technology or court mandates. As noted above, the \$14.7 million proposal included \$1 million to support such building changes, as opposed to the \$4.5 million included in the \$26 million proposal.

6. A total of \$7.4 million in General Fund monies has been approved by the Board of Supervisors, for 1991-92, for capital improvement projects. The \$7.4 million is approximately 24 percent less than the average annual \$9.7 million funding provided for the past three years. It should be noted that the current \$7.4 million capital improvement project budget is also \$18.6 million (72 percent) less than the CAO's projected \$26 million need and \$7.3 million (50 percent) less than the CIAC's earlier \$14.7 million proposal for 1991-92.

7. Although the CIAC has recommended that a minimum of 2.5 percent of the annual General Fund budget be committed to capital improvements and has projected that needed annual General Fund expenditures would total \$26 million, the Budget Analyst notes that 2.5 percent of the City's \$1.3 billion General Fund budget is approximately \$32.5 million. Instead of a minimum of 2.5 percent, 2.0 percent of the City's \$1.3 billion General Fund budget would achieve the projected annual need of \$26 million.

8. Mr. Malone advises that although General Obligation bonds could potentially be used as a funding source for some of the special needs, building component, and building changes work, it is more fiscally efficient to support these type of projects through the General Fund, as opposed to incurring debt through the use of bond funds. Mr. Malone adds that if bond funds are to be used, they are probably best suited for funding building rehabilitation, replacement and improvement projects when associated with a departmental improvement bond program. The Budget Analyst notes that the Special Needs projects and the major building component rehabilitation and replacement projects, projected at an annual cost of \$13.5 million and for a total cost of \$121 million may be suitable for such bond funding.

9. Given the scope of the City's Capital Improvement Program, and the financing issues associated with the current CAO and CIAC proposals that are before the Board of Supervisors, the Budget Analyst believes that in order to effectively deal with this subject matter, a study/survey should be undertaken which would (1) identify the level and types of revenues coming into the City to determine if there are revenue sources which could be utilized to support capital improvements (2) explore the options for bond funds to be used as a financing source for capital improvements instead of General Funds, particularly with regard to major building rehabilitation and replacement and Special Needs areas and (3) determine what methods of financing are being used in comparable local jurisdictions to fund capital improvements. Such a study/survey should be conducted within a specified time period, such that the information derived from the study/survey could be used by the Board of Supervisors in its decision making process on the City's 1992-93 budget.

10. The Budget Analyst would be prepared to undertake such a study at the direction of the Finance Committee under the existing Budget Analyst agreement, with no allocation of additional funds, if the study could begin on or after January 1, 1992. If the Committee wishes to direct the Budget Analyst to conduct such a study, then a motion should be prepared in and reported out directing the Budget Analyst to conduct a study/survey, as cited in Comment Number 9 above, regarding the City's Capital Improvement Program.

**SUMMARY - OVERVIEW OF
CIAC REPORT ON CITY'S INFRASTRUCTURE**

1. For General Fund and General Fund-supported facilities, annual appropriation levels for facilities maintenance and capital improvements have been decreasing for the last several years. In FY 1984-85 and FY 1985-86, annual General Fund appropriations averaged \$11 million annually. In FY 1986-87 and FY 1987-88, annual General Fund appropriations increased to an average of \$18 million per year. For the past three years, the annual funding level has decreased to an average of \$9.7 million. According to the report, when these General Fund appropriations are adjusted for inflation, they show that the City is now spending an average of 33 percent less in real terms than it was spending on General Fund facilities maintenance and capital improvements six years ago and 54 percent less than it was spending three years ago.

2. If future levels of annual General Fund appropriations for facilities maintenance and capital improvements remain the same as in the prior three years, the City will have accrued a facilities maintenance and capital improvement backlog of approximately \$150 million by 1996. The vast majority of these facilities maintenance projects are projects which are not bond fundable or are capital improvements in facilities which are not targeted for major capital improvements (i.e., bond or debt financed) programs in the near future. Examples of factors that characterize and influence this backlog are as follows:

a) Deferred Maintenance

In 1983, the City initiated a Facility Condition Monitoring (FCM) Program to assess the physical condition of the City's General Fund and General Fund supported-buildings. To date, assessments have been completed for over 250 buildings, which represents approximately one-half of the City's inventory of General Fund buildings. These assessments have documented approximately \$68 million in needed improvements and maintenance. Of the \$68 million, approximately \$10-15 million will be addressed as part of recently approved bond programs for seismic safety, which leaves \$53-58 million to be funded from annual General Fund appropriations or future bond programs. According to the report, as additional assessments are completed, this backlog can be expected to increase.

b) Health and Safety

Legal requirements to (1) increase seismic safety, (2) reduce health hazards from asbestos, (3) improve physical accessibility, and (4) monitor and replace underground storage tanks, have added significantly to the City's capital needs. Programs to assess the full extent of the City's capital needs in these areas are currently in process. As additional needs are identified, they would add to the capital backlog. The Department of City Planning reports there is a current backlog of approximately \$7.5 million for monitoring and replacing storage tanks. The Department currently

does not have an estimate for backlog in connection with seismic safety projects, asbestos projects and physical accessibility projects.

c) Other Capital Improvements

Due to limited resources, City decision makers, when allocating annual appropriations, have afforded a higher priority to facilities maintenance and to health and safety requirements than to other types of capital improvements. As such, facilities maintenance projects have accounted for an increasing share (70-85 percent) of diminishing annual General Fund Capital budgets over the past three years. The result has been a growing backlog of capital improvements which are needed to increase operating efficiency or to relieve overcrowding in City facilities.

3. According to the capital improvement report, in recent years, the City has been able to finance some of its most urgent capital needs through General Obligation Bond Programs. Since 1986, voters have approved nine General Obligation Bond Programs totalling over \$663 million, as follows:

<u>Bond</u> <u>Approved</u>	<u>In</u> <u>Millions</u>
1986 - Fire Protection Bonds - to upgrade and expand the City's auxiliary water supply system.	\$46.2
1987 - Street Improvements - for street reconstruction and renovation, reconstruction of sidewalks and adjacent areas, traffic signals and street safety projects.	27.0
1987 - Police Facilities Improvements - to replace and/or renovate obsolete police stations and to provide for seismic upgrade of certain facilities.	28.0
1987 - Recreation and Park Facilities Improvements - to make improvements to (1) Kezar Stadium and surrounding area, (2) Lake Merced, (3) Portsmouth Square, (4) McLaren Park, (5) Crocker Amazon Park and (6) Buena Vista Park.	18.0
1987 - Mental Health Facilities - to develop a Mental Health Skilled Nursing Center at San Francisco General Hospital.	26.0
1988 - Library Improvement Bond Program-to build new Main Library and rehabilitate and seismically upgrade Branch Libraries.	109.5

1989	- Earthquake Safety Bond Programs - to seismically strengthen fire stations, boiler/equipment at Laguna Honda, public buildings in Golden Gate Park and Lincoln Park, and the Main Library.	59.7
1990	- Earthquake Safety Bond Programs - to seismically strengthen City Hall, San Bruno Men's and Women's jails, San Francisco General Hospital utilities, DPH Headquarters, other major public buildings in the Civic Center area, Branch Libraries, police stations and several museums.	332.5
1990	- Sheriff - City matching funds for State bonds - to build new Sheriff's facility.	<u>16.5</u>
		\$663.4

4. The capital improvement report provides the following information on the background, current status and future needs of the City's infrastructure regarding seismic safety, asbestos management, physical accessibility and underground storage tanks.

(1) Seismic Safety

In 1987 the City initiated an Earthquake Safety Program to develop a systematic approach to the City's efforts to reduce seismic hazard. The program has two components: (1) engineering inspection to evaluate the seismic strength of the City's buildings and (2) construction projects to remedy identified problems. To date, engineering inspections and analyses have been completed on 171 buildings.

Funding for virtually all seismic strengthening projects in the City has come from General Obligation Bond Programs. The following bond measures included funding for seismic strengthening:

- (a) The 1987, Police Facilities Improvement Bond included approximately \$19 million to seismically upgrade police stations that would be most critical to the Police Department's ability to respond to an earthquake emergency.
- b) The 1988 Library Improvement Bond Program, included \$15 million to seismically strengthen a number of Branch Libraries.
- c) The 1989 Earthquake Safety Bond Program includes \$48.8 million to seismically strengthen 24 buildings including 19 Fire Department facilities, the boiler plant and utilities at Laguna Honda Hospital, two buildings at the California Academy of Sciences, the Main Library and the Legion of Honor.

- d) The 1990 Earthquake Bond Program in addition to repairing damage caused by the 1989 earthquake, includes \$204.7 million to seismically strengthen 20 City buildings, including City Hall, Civic Auditorium, the Opera House, the Veterans Building, the DPH Headquarters, the San Bruno Men and Women's Jails, the Exploratorium, San Francisco General Hospital utilities, two police stations and nine Branch Libraries. A Zoo subsurface utility replacement program (\$26 million) is also included in this bond program.

The bond measures approved to date address approximately 60 percent of the City's seismic safety needs. The report estimates that the remaining seismic work on City buildings could cost an additional \$200 million in 1990 dollars.

(2) Asbestos Management

The City's Asbestos Management Program was developed several years ago to meet regulatory requirements at the Federal, State and local level. The Asbestos Management Program provides a systemwide approach for identifying and managing asbestos in City buildings. A key component of the program involves the completion of data gathering to (1) develop an inventory of asbestos containing materials in City buildings, (2) determine the extent of the risk, (3) determine the cost associated with managing asbestos containing materials, and (4) identifying activities that may be impacted by the presence of asbestos.

There are generally two types of asbestos studies that are conducted: (1) Health and Safety General Surveys (managed by the Department of Public Health-DPH), to identify and inventory asbestos containing material and to evaluate the asbestos health risk and (2) Architecture and Engineering Detailed Assessments (managed by the Department of Public Works), to develop contract specifications for asbestos abatement where asbestos containing materials may be disturbed during the course of planned building maintenance or construction activities.

In 1987-88, the City appropriated \$329,000 to initiate Phase I of a program to conduct Health and Safety General Surveys of City buildings. These surveys were completed in February 1991, and 76 buildings were surveyed. Since FY 1987-88, additional funds for Health and Safety General Surveys have been appropriated, but have not yet been expended. These funds, which are available for future surveys, include:

- a) \$450,00 appropriated in FY 1988-89 for surveys in buildings owned by enterprise departments.

- b) \$200,000 appropriated in FY 1990-91 for additional surveys in General Fund buildings.
- c) \$500,000 included in the 1989-90 Earthquake Safety Bond Programs to survey for asbestos in buildings which will be undergoing seismic upgrades.

To date, the City has approved \$29,129,000 to do asbestos abatement work in conjunction with three major repair and renovation programs as follows:

- a) \$236,000 for asbestos abatement work in six Branch Libraries included in the 1988 Library Bond Program.
- c) \$3,163,000 for asbestos abatement work in 23 buildings included in the 1989 Earthquake Safety Bond Program.
- c) \$25,730,000 for asbestos abatement work in 20 buildings included in the 1990 Earthquake Safety Bond Program.

The DPH has prepared a plan to survey remaining General Fund buildings over the next three years at a cost of \$2,150,000. In addition to completing these surveys, the DPH plans to begin surveying buildings owned by enterprise departments using \$450,000 in funds previously appropriated by these departments.

(3) Physical Accessibility

The City began several years ago to develop a physical accessibility program to address Federal, State and local law. In 1988, the City appropriated \$29,000 to enable the Department of Public Works (DPW) to initiate a survey to identify physical access deficiencies in General Fund and General Fund-supported departmental buildings. An additional \$150,000 was approved in FY 1989-90 to do additional survey work, consultation, schematics and preliminary design for various projects in these buildings.

In early 1989, the Mayor's Office established a Disability Rights Task Force, to bring the City in compliance with Section 504 of the Federal Rehabilitation Act of 1973. A Physical Access Subcommittee was organized, which began work with DPW to develop survey instruments, set survey priorities and to recommend priorities for capital improvement funding for disabled access work. DPW and the Task Force have targeted the end of FY 1991-92 for completion of surveys of all General Fund buildings.

Since 1988, several disabled access projects have been funded through the annual capital budget or through departmental supplemental appropriations as follows:

- a) \$15,000 was appropriated to modify the toilets in the basement of City Hall. This project is completed. An additional \$75,000 was approved in the FY 1989-90 capital improvement budget to modify City Hall toilets on the 2nd, 3rd, and 4th floors. Working drawings for this project are near completion.
- b) \$50,000 (\$40,000 from FY 1989-90 annual capital budget, plus carryover from the Grove Street handicapped access ramp) was approved to modify toilets at 101 Grove. This project is in the design stage.

In addition to the above-noted funds, General Obligation Bond Programs approved within the past several years have included monies to meet disabled access requirements as follows:

- a) \$1.7 million in the 1987 Police Facilities Bond Program for physical accessibility work in seven renovated public stations.
- b) \$1.5 million in the 1988 Library Improvement Bond Program for physical accessibility work in the Main Library and six Branch Libraries.
- c) \$2.7 million in the 1989 Earthquake Safety Bond Program for facilities for the disabled in three public assembly buildings and 18 Fire Department facilities.
- d) \$4,430,000 in 1990 Earthquake Safety Bond Program for facilities for the disabled in two Department of Social Services office buildings, nine Branch Libraries, six Civic Center building, two Recreation and Park Department buildings and the Hall of Justice.

In the FY 1991-92 annual General Fund capital budget, the Department of Public Health (DPH) has proposed \$60,000 for handicapped ramps for the auditorium at 101 Grove and \$121,000 to provide for physical accessibility at DPH Health Centers 4 and 5. Additionally, \$322,880 is included in the War Memorial operating Fund for accessibility projects in subsequent years for the Opera House and the adjoining courtyard.

4) Underground Storage Tanks

In October, 1986, the Department of Public Works, with technical assistance from the Department of Public Health initiated implementation of the Underground Storage Tank Program (USTP) to

comply with State laws. The initial purpose of the USTP was to test and monitor tanks for leaks and to remove City-owned tanks which were not in use or leaking. To cover the costs for testing and monitoring of the storage tanks, \$3 million was appropriated from the Emergency Reserve Fund. Costs incurred under this Program were reimbursable from the State, providing that no storage tank or connecting pipes were leaking. Additionally, the difference in cost between the replacement of a single walled tank, providing it was not leaking, and a double walled tank was also reimbursable.

The City is mandated under Federal law to have annual precision tank testing for all underground storage tanks. Currently, there are 116 underground storage tanks operated by all City Departments. The cost for each precision tank test is about \$700. Funding for these costs has been provided from various departmental operating funds. In the capital improvement budget for 1991-92, a project for tank testing has been requested by the Department of Public Health to provide a funding source for various General Fund Departments that do not have sufficient funds for this work.

The Department of Public Health has responsibility for managing the Underground Storage Tank Assessment and Remediation Program. The purpose of this Program is to provide for the removal of toxic substances which have leaked from City-owned storage tanks into surrounding soil and groundwater. At this time, 49 sites have been identified which have varying degrees of soil contamination. Of these sites, contamination has been removed from 14 sites. According to the capital improvement report, an estimated \$3 million in General Fund and Special Fund Departments will be required over the next five years for work in connection with soil contamination.

The Department of Public Works has outlined a multi-year tank replacement program for various General Fund and General Fund-supported departments. The program proposes the replacement of 71 tanks at an approximate cost of \$6.5 million. The age of these single walled steel tanks ranges from five to 40 years. At this time, there are no documented leaks from these tanks.

The tank replacement program for Special Fund departments (Airport, Hetch Hetchy System, Port and Water Department) has been administered separately by each department, with overview by the Department of Public Health. In recent years, 23 tanks have been upgraded and 30 tanks remain to be replaced. Future funding for this replacement work will be provided from the revenue sources of these departments.

Item 3 - File 101-91-2.2

Department: Real Estate

Item: Ordinance to amend the administrative provisions of the 1991-92 Annual Appropriation Ordinance by adding Section 4.7 to provide for collection and distribution of rents from private subtenants of the City by the Director of Property.

Description: 1. The purpose of the proposed ordinance is to allow the Real Estate Department to pay the operating expenditures on buildings leased by the City without obtaining approval by the Board of Supervisors in either the annual budget or by a supplemental appropriation.

2. Expenditures pursuant to the proposed ordinance could only be made to the extent necessary for lease payments, maintenance and operation and other costs related to such leased buildings and would be limited to those funds actually collected from the City's subtenants.

Comments: 1. Section 4.5 of the Administrative Provisions of the Annual Appropriation Ordinance contains a similar provision which allows expenditure of rents received from rentals of buildings without appropriation in the budget process. This provision is, however, limited to buildings which are acquired for specific purposes and to a temporary period pending conversion to the use for which the building was acquired.

2. The proposed ordinance, as written, would allow the expenditure of all rental payments received from subtenants to be expended for lease rental payments, maintenance and operation and other costs related to said buildings without further approval by the Board of Supervisors.

3. According to the Director of Property, some flexibility is needed to allow the Real Estate Department to make expenditures for unanticipated (subtenant funded) maintenance and leasehold improvement needs without approval by the Board of Supervisors in the City's budget process or through a supplemental appropriation.

4. The proposed ordinance should be amended to provide the needed flexibility for the City to respond to the needs of its subtenants but to continue to require that all ordinary and necessary operating revenues and expenditures be approved by the Board of Supervisors.

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Memo to Finance Committee
October 9, 1991

Recommendations: 1. Amend lines 14 and 15 of the proposed ordinance as follows:

From: "for lease rental payments, maintenance and operation and other costs related to said buildings."

To: "for unanticipated maintenance and repair items relative to subtenant leases."

2. Approve the proposed ordinance as amended.

Item 4 - File 101-91-17

Department: Real Estate

Item: Draft Supplemental Appropriation Ordinance to fund the operating expenses for the City's newly acquired office building at 25 Van Ness.

Amount: \$1,236,019

Source of Funds: Rental of Property from the City departments and private tenants occupying space in the 25 Van Ness location

Description:

1. The Board of Supervisors, by Ordinance 306-91, approved and authorized the execution of various legal documents for the City's acquisition of 25 Van Ness. On October 24, 1991 the Real Estate Department, on behalf of the City, will take possession of the eight-story building at 25 Van Ness.

2. In order to assume the financial responsibility to pay rent, janitorial services, maintenance costs, utilities, taxes, insurance and other costs for the remainder of the fiscal year (October 24, 1991 to June 30, 1992), the Real Estate Department has requested a supplemental appropriation in the amount of \$1,236,019 as follows:

Rental of Property	\$734,499
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Other Contractual Services:

Janitorial Services	\$160,000	
Security Services	64,000	
Ventilating and Heat	16,000	
Scavenger Service	14,400	
Elevator Maintenance	10,400	
Landscaping Services	1,920	
Exterminator Services	<u>800</u>	267,520

Services of Other Departments:	
Light, Heat and Power	\$64,000
CAO Insurance & Risk Reduction	60,000
Real Estate Department	48,000
Water Department	16,000
Other Services	32,800
Materials and Supplies	11,200
Fixed Charges (elevator inspection)	<u>2,000</u>
Total Appropriation Request	\$1,236,019

3. Funding for the proposed supplemental appropriation request would be provided from rentals of the City Departments as well as private tenants that presently occupy the building. The amounts that are estimated as revenues for November 1, 1991 to June 30, 1992 are consistent with the amounts budgeted in City Department budgets and existing leases with private tenants as follows:

City Departments:	
Health Department (AIDS)	\$194,281
Public Administrator/Guardian	80,096
Tax Collector	68,192
Arts Commission	71,526
Rent Stabilization and Arbitration	64,832
Parking and Traffic	51,374
Commission on Aging	44,920
Controller (ISD)	28,256
Traffic Engineering	50,000
Real Estate	<u>43,120</u>
Subtotal	\$696,597
Private Tenants:	
S. F. Aids Foundation	205,832
Bulls	72,000
Veterans Outreach	45,904
Mastertouch	40,000
Hammill & Wolf	33,704
San Diego Gas	5,602
Willdorf & Stevens	25,000
Connett Insurance	22,032
Thorson, et. al.	15,832
Jennings	<u>21,016</u>
Subtotal	\$486,922

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Estimated Additional Rentals (Anticipated subtenant in basement)	<u>52,500</u>
Total	\$1,236,019

Comments:

1. The Real Estate Department reports that the \$734,499 which is requested for Rental of Property would be used for payment to the trustee for the Certificates of Participation (COP) which are being issued for the financing of the acquisition of the building, by the City estimated at \$640,889, property taxes on the building of \$87,610, which are being paid by the trustee and are to be reimbursed by the City and trustee fees of \$6,000.
2. The estimated amounts for contractual services are based on existing contracts of the present owner to the extent that such information is available. Mr. Tony DeLucchi, Director of Property has advised that all of these contracts will be competitively bid as the existing contracts expire.
3. Mr Fred Weiner, of the CAO's Office reports that the tax-exempt COP's have been issued and the proposals received were at interest rates that were less than expected which will result in future savings to the City. He further advised that proposals on the the non-tax exempt COP's are presently scheduled to be received on October 16, 1991.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance as requested.

Item 5 - File 270-91-5

The proposed motion would direct the Budget Analyst to prepare a complete comprehensive audit of all expenditures made relating to the Loma Prieta Earthquake of 1989 from all funding sources, including private donations, Federal funds, State funds and City and County funds.

Comments

1. The Budget Analyst has projected that the proposed comprehensive audit would include an analysis of all funding sources, with particular attention to the Federal Emergency Management Agency (FEMA) and the State Office of Emergency Services (OES) funds received by the City and County. In addition, related Federal, State and local grants, direct service needs and capital improvement expenditures would be reviewed. Private funds, including the Red Cross and private donations made directly to the City would also be examined.

2. The proposed audit would include an accounting of all the funds received by the City, by source, and an accounting of all the funds that have been expended to date, by source. This accounting would identify any differences or discrepancies in funds and determine the amount of funds remaining to be received or expended by funding source. During the course of this comprehensive audit, the Budget Analyst would review any completed or preliminary audits which have been conducted by outside agencies on the City's earthquake related funds. The Budget Analyst would also work closely with the Controller's and the Mayor's Offices to review their available data and information regarding the City's earthquake revenues and expenditures. In addition, the Budget Analyst would include an explanation and analysis of the use of expenditures for all funds.

3. The Budget Analyst has reported to the Clerk of the Board of Supervisors that the proposed comprehensive audit of all expenditures made relating to the Loma Prieta Earthquake of 1989 from all funding sources, is estimated to take approximately 480 staff hours to complete and cost approximately \$29,260. It is anticipated that the proposed audit would be included as part of the Budget Analyst's overall contract and would not result in any additional costs to the City. The Budget Analyst projects that the assignment could be completed in early 1992.

Recommendation

Approval of the proposed motion is a policy matter for the Board of Supervisors.

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Item 6 - File 115-90-4

- Note:** This item was transferred from the Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.
- Item:** Ordinance amending Part II, Chapter II of the San Francisco Municipal Code by amending Section 179 of the Planning Code.
- Department:** City Planning
- Description:** The proposed legislation would amend Part II, Chapter II of the San Francisco Municipal Code by amending Section 179 of the Planning Code to extend the deadline to file applications for use permits to comply with applicable code requirements.

The existing provisions of Section 179 of the Planning Code regulate uses of buildings located in Neighborhood Commercial Districts. On March 13, 1987, the Board of Supervisors approved Ordinance No. 69-87 which, among other provisions, provided for regulation of building standards and uses in Neighborhood Commercial Districts and imposed new requirements for building use authorization, in order to establish new procedures for review of building use in such districts and to establish new compliance regulations.

Section 179(d) provides that any building use located in a neighborhood commercial district, which (1) existed on the effective date of Ordinance 69-87 and was permitted as a principal use at the time the building was established, (2) the required permits had not been obtained, and (3) which building use is not permitted by the enactment of Ordinance 69-87, will be allowed to continue if certain conditions are met. One of these additional conditions requires an application to be filed for all permits necessary to bring the building use into compliance with applicable code requirements and substantially complete all work within three years, or by April 12, 1990, of the effective date of Ordinance No. 69-87.

Section 179(f) provides that any building use located in a neighborhood commercial district, which (1) existed on the effective date of Ordinance 69-87 and was permitted as a conditional use at the time the building was established, (2) the required permits had not been obtained, and (3) which building use is not permitted by the enactment of Ordinance 69-87, will be allowed to continue if certain conditions are met. One of these conditions requires applications for conditional use authorization and other necessary permits to bring the use into

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compliance with applicable code requirements and substantially complete all work within three years, or by April 12, 1990, of the effective date of Ordinance No. 69-87.

The proposed legislation would (1) amend Section 179(d) to extend the deadline for an additional three years to file applications legally for use permits to comply with applicable code requirements under Ordinance No. 69-87 and (2) amend Section 179(f) to extend the deadline for an additional three years to file applications legally for conditional use authorizations and other permits to comply with applicable code requirements under Ordinance No. 69-87. Therefore, the proposed ordinance would extend the deadline in which illegal commercial occupants can legally file necessary building permits to April 12, 1993.

Comments:

1. Mr. Robert Passmore of the Department of City Planning reports that more building permit applications would be filed if the proposed extension is approved and that the Department anticipates additional costs associated with these filing of applications. Mr. Passmore indicates that under the current provisions, since illegal commercial occupants can no longer legally file a building permit application because the date expired on April 12, 1990, there is no incentive for the illegal occupants to file a permit. Mr. Passmore notes that it is likely that illegal commercial occupants would never file a building permit application in order to conform with commercial standards, unless illegal occupants are given the opportunity to legally do so under the proposed extension. Mr. Passmore reports that the Department of City Planning has not been actively enforcing Ordinance 69-87, but rather illegal commercial occupants have been brought to the Department's attention through one of three ways:

1. Building owner files for a permit for remodeling;
2. Residential or Tenant complaint;
3. Real Estate disclosures (i.e., sellers must inform buyers of any code violations).

Mr. Passmore indicates that since the application deadline has expired on April 12, 1990, the Planning Department has only accepted applications, but has not processed any of the applications received.

2. A June 13, 1991 memorandum from the Department of City Planning estimated that the total cost to administer the proposed extension (i.e., extending the deadline for filing planning permits to comply with applicable code requirements), would be the following:

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	<u>FTE</u>	
Planner II	3.50	\$181,500
Secretary II	1.50	56,800
Tax Bill notice		4,000
Mailing notice		14,000
Supplies, printing and contingencies	_____	<u>1,100</u>
Total Cost for three years	5.0	\$257,400

3. Based upon the number of applications which were filed between April, 1987 and April, 1990, the Department of City Planning anticipates that up to 120 additional building permit applications, including 40 permits requiring a conditional use application, and 8 permits requiring discretionary review applications, would be filed under the proposed legislation. The above estimated program costs are based upon processing 120 applications for a three-year period beginning on the effective date of the proposed ordinance. Mr. Passmore reports that between April, 1987 and April, 1990 permits were filed with existing personnel. However, Mr. Passmore indicates that during this time there was a major backlog in filing the permits, and therefore the Department is requesting these additional personnel.

4. The \$4,000 cost which is estimated for Tax Bill notification is anticipated to provide information on the proposed extension of permit filing deadlines within tax bills, and the \$14,000 estimated for a mailing notice would be used for an additional notice to provide applicants with comprehensive instructions on filing the application and providing the necessary documentation in order to decrease the amount of permit processing time.

5. The Department of City Planning reports that the program cost could be covered by increasing the fees for the permit and conditional use applications. The Department has estimated that discretionary review fees could remain at the current level. Mr. Passmore reports that these additional fees would not be required beyond the proposed extension. In a memo from the Director of Planning on June 13, 1991, the additional planning fees would be as follows:

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	Current Average <u>Fee</u>	Additional Average <u>Fee</u>	Total Average <u>Fee</u>
Building Permits	\$100	\$1,545	\$1,645
Conditional Uses	500	985	1,485
Discretionary Reviews	75	0	75

Any such fee increases would require separate legislative approval by the Board of Supervisors.

6. Ms. Martha Kessler of the Department of City Planning reports that all Planning Department fees were increased on July 1, 1992, including an additional 16.5 percent surcharge on various planning fees to cover the one-time cost of computerization to support permit processing for the Department. Ms. Kessler indicates that this surcharge would be reduced to 11.1 percent in FY 1992-93, and to 8.6 percent in FY 1993-94. To justify the increases in permit processing fees, 12 additional permit processing positions were added to the Department of City Planning's FY 1991-92 budget. These positions include one Planner I, three Planner IIs, four Planner IIIs, one Planner IV, one Clerk and two Secretaries. Ms. Kessler reports that these positions are funded entirely from the additional planning fees. Ms. Kessler indicates that these additional permit processing positions are necessary for the present level of permit activity, but would not cover the additional staff needed for the proposed extension. The above listed estimated additional fees proposed for the extension program do not include additional planning fee surcharges, which, as noted above, will be in effect through FY 1993-94.

7. Although the additional fees necessary for supporting the proposed extension are approximately 1,445 percent higher than the current fees for building permits, Mr. Passmore indicates that the proposed increased fees are likely to be minimal compared to the construction costs of bringing buildings into compliance. Mr. Passmore anticipates that any increased fees would not discourage illegal occupants from filing during the extension. The Bureau of Building Inspection believes that the average construction cost for illegal occupants to conform to commercial building standards would be between \$30,000 and \$40,000.

8. On June 20, 1991, the City Planning Commission passed a resolution which stated that in light of the \$257,400 budgetary requirements needed to implement the extension, the Planning Commission could not recommend adoption of the extension to the Board of Supervisors. In addition, the resolution requested

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that if the Board of Supervisors decides to adopt the proposed ordinance, that the Board should also approve a supplemental appropriation of funds to cover the work program costs and the additional Department personnel.

9. At the September 24, 1991 Economic and Social Policy Committee meeting, the Committee made no recommendation on the proposed ordinance. However, the Committee requested that the Planning Department submit a supplemental appropriation ordinance which would identify the needed program costs associated with the proposed ordinance. Further, Mr. Passmore indicates that in order to establish any fee increases needed to finance the program costs, the City Attorney's Office first must draft the ordinance for the Planning Commission and allow 20 days for legal advertising. Mr. Passmore also indicates that the proposed fee increases must also be approved by the Planning Commission. Therefore, the Department is requesting that the proposed ordinance be continued for two months until the appropriate fee increases have been established and approved by the Planning Commission. Mr. Passmore advises that the Department would also introduce separate legislation to the Board of Supervisors which would establish the proposed fee increases when the proposed ordinance is heard again at the Finance Committee.

Recommendation: Continue the proposed legislation as requested by the Department of City Planning for two months until the appropriate fee increases have been established and approved by the Planning Commission.

Items 7 and 8 - Files 188-91-2 and 188-91-5

Note: These items were transferred from the Joint City Services/Economic and Social Policy Committee as it was determined to have a fiscal impact on the City.

The proposed ordinances would amend Part II, Chapter X of the San Francisco Municipal Code (Public Works) by adding Article 22 thereto establishing requirements for the use of reclaimed and non-potable water.

Description

The proposed ordinances would amend the City's Municipal Code by adding a Section which would establish requirements for the use of reclaimed water by commercial, industrial, residential and government buildings and irrigation systems. The proposed ordinances would require new buildings that are located within a defined use area and 40,000 square feet or more in area to install dual piping systems. One piping system would be for potable water and the other for non-potable water to flush toilets. In addition, the proposed ordinances would require any open area of 10,000 square feet or more that is located within a specified use area to install an irrigation system that uses reclaimed or non-potable water. The purpose of the proposed ordinances would be to establish a written policy for San Francisco concerning long range water reclamation uses.

The authors of the proposed ordinances have agreed to establish one policy concerning the use of reclaimed and non-potable water which has been divided into two parts and introduced separately by the authors. Both of the proposed ordinances contain the same sections except both of the ordinances have some sections that contain one or more parts that the other ordinance does not have. Approval of one ordinance is conditional on the approval of the other ordinance. Therefore, if the Board of Supervisors wishes to approve the proposed legislation, both ordinances must be approved. The following is a summary of the complete ordinance as agreed upon by the authors:

(1) A Reclaimed Water Use Master Plan would be prepared by the Water Department and the Department of Public Works (DPW) for review and approval of the Public Utilities Commission (PUC) and the Chief Administrative Officer (CAO). The proposed Reclaimed Water Use Master Plan would be updated every five years.

(2) The Master Reclamation Plan would include, but not be limited to, the following:

- A long-range plan for water reclamation;
- A reclaimed water use area map, which would delineate the areas served or to be served within ten years by the reclaimed water distribution system;

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- Department of Public Health (DPH), DPW, Fire Department and PUC general rules, regulations, standards and procedures governing the use and distribution of reclaimed water;
- Identification of resources and recommendation of specific measures to assist reclaimed water users to finance necessary conversions;
- Identification of demonstration or pilot projects which will further the use of reclaimed water either within or outside of the City's boundaries;
- Evaluation of the need for the establishment of a public awareness program on the benefits of water reclamation;
- Evaluation and recommendation of types of water use (i.e., agricultural irrigation, office building uses, filling of habitat lakes);
- Recommendations for actions to coordinate efforts between the City and other agencies (locally and regionally) to share in the production and utilization of reclaimed water;
- Recommendations for control measures and management practices, in addition to those required by State and Federal regulations, to maintain or improve the quality of reclaimed water;
- An annual report on the status and implementation of the Non-potable and Reclaimed Water Use Plan would be prepared by the Water Department, and the DPW, and submitted to the Board of Supervisors, the CAO, the PUC, DPH, the Fire Department, the Recreation and Park Department and any other interested agency.

(3) Establish guidelines and regulations for development projects with respect to usage of reclaimed water. A development project would be defined as any project involving the construction, modification, conversion, or alteration of any structure or structures or portion of any structure or structures which would result in the construction of 40,000 square feet or more of usable non-residential space, or which would result in the modification, conversion or alteration of 40,000 square feet or more of usable non-residential space. A development project includes all landscaped, irrigated areas constructed as part of the building or structure project.

(4) Establish a Reclaimed Water Use Certificate to be issued by the Water Department to any owner, operator or manager of a development project, or an irrigation system subject to Section 1304(e) located within the boundaries of a reclaimed water use areas. The Water Department would establish the fee for the proposed certificate based on the administrative costs.

(5) Establish a mandatory reclaimed water use policy requiring reclaimed water to be used in all reclaimed water systems, reclaimed water distribution systems and reclaimed water irrigation systems. The proposed ordinance provides for a use-waiver in cases where the General Manager of the Water Department determines that, for technical reasons or feasibility reasons, reclaimed water is incompatible with a building's use.

(6) Require irrigation systems located within a reclaimed water use area to convert from potable water to reclaimed water. The proposed conversion requirement would apply to irrigation systems for irrigated property of 10,000 square feet or more in area.

(7) The applicability of the proposed complete ordinance would be as follows:

Before January 1, 1992	No dual-plumbing required
January 1, 1992 - July 1, 1992	Dual-plumbing required for irrigation system only
After July 1, 1992	Dual-plumbing required for new buildings 40,000 sq. ft. or more and in irrigation systems.
After January 1, 2000	Dual-plumbing required for residential buildings within the service area depending on the State Department of Public Health's approval of residential reclaimed wastewater use.

(8) To the extent consistent with applicable laws, the proposed complete ordinance would include government facilities including government operated irrigation systems serving 10,000 square feet or more of landscaped property and new construction and operation of 40,000 square feet or more of government (City, State and Federal property) owned and operated buildings.

(9) The proposed ordinance would establish a \$500 fine to be paid by any person who violates any provision of the proposed ordinance and is found guilty of an infraction. The proposed \$500 fine would be levied each day the violation is committed or is permitted to continue. Any person who intentionally or negligently violates any provision of the proposed ordinance would be fined in an amount not to exceed \$1,000 per day for each violation that occurs.

Comments

1. In 1989 the Board of Supervisors passed Resolution 389-89 entitled "Groundwater Management and Utilization" which directed DPW and the Water Department to improve wastewater reclamation and reuse in San Francisco. In December, 1989, an RFP was issued to develop a City Water Reclamation Master Plan. James Montgomery Consulting Engineers was selected to prepare the Master Plan. The development of the Master Plan began in July, 1990 and according to DPW, will be completed approximately August, 1992. The Clean Water Program is administering the development of the Water Reclamation Master Plan under the advice of the Water Department, Fire Department, Recreation and Park Department and the Department of Public Health. The Water Department is co-funding the development of the Water Reclamation Plan. In addition, the Water Department is funding a groundwater study to answer questions to help complete the Reclamation Master Plan. Ms. Michele Pla of the Clean Water Program reports that the Clean Water Program and the Water Department have already spent approximately \$300,000 on the development of the City's Water Reclamation Master Plan. The monies to finance the City's Reclamation Master Plan come from the Sewer Revenue Fund and the Water Resources Planning Fund.

2. The proposed Reclaimed Water Use Area Map would include water use areas that meet either of the following criteria:

- a. the area is currently served by a reclaimed water distribution system or
- b. the area is scheduled to be served by a reclaimed water distribution system within ten years in accordance with the Reclaimed Water Use Master Plan.

The proposed ordinance lists the following areas designated for the use of reclaimed water:

Westside-- includes Lake Merced, the Great Highway, Golden Gate Park, 39th Avenue, Lincoln Park, Richmond Tunnel and the Presidio areas.

Eastside--bound by the Bay, Mission Street, and 7th Street.

These areas are located near existing wastewater treatment plants in the City which would facilitate the transportation of reclaimed water.

3. The proposed ordinance does not require the City to build the infrastructure, such as piping, necessary to transport reclaimed water from wastewater treatment plants to buildings and open spaces. Rather, the proposed ordinance would require new buildings and irrigation systems to install the dual piping in order to be ready when the City does build the infrastructure. The City's Water Reclamation Master Plan would most likely include the building of such infrastructure. The implementation of the Master Plan would occur sometime in 1996. According to Ms. Karen Kubic of the Clean Water Program, because of the time involved when planning a new building, a building being planned and permitted in 1992 would be completed in three or more years which would be

BOARD OF SUPERVISORS
BUDGET ANALYST

approximately the time the City's infrastructure would be built. Ms. Kubic advises that some buildings would function with dual piping and no reclaimed water. These buildings would use potable water in both piping systems until such time as the City's infrastructure could be built. According to Ms. Michele Pla of the Clean Water Program, the costs of installing the piping to transport reclaimed water across the City would be funded by bond monies.

4. James Montgomery Consulting Engineers (JMM), reports that the estimated cost of dual plumbing is approximately 15 to 20 percent of the cost of a hot/cold plumbing system. JMM further notes that the cost for hot/cold plumbing is approximately \$3.00 per square foot. Therefore, dual plumbing costs would range from \$0.45 to \$0.60 per square foot. Using the 40,000 square feet or more requirement of the proposed ordinance, the dual plumbing requirement for new non-residential (including government buildings) development projects would result in between \$18,000 to \$24,000 in additional costs to the developer. According to the Bureau of Building Inspection, 28 new buildings were erected in the City from July, 1990 through June, 1991. Mr. Peter Burns of the Bureau of Building Inspection advises that approximately 75 to 90 percent of these 28 buildings are at least 40,000 square feet in area.

5. Mr. Burns further advises that the proposed dual plumbing systems would require additional time for plumbing and building inspectors to check. For example, a building with four floors at 10,000 square feet each floor would add an additional cost of \$212.75 to the Bureau of Building Inspection. Mr. Burns advises that these additional costs could be incorporated into the Building Permit fee for buildings installing dual plumbing systems.

6. The reclaimed water irrigation systems would cost 10 to 20 percent more than the regular irrigation systems because of special valving required by the State and signs warning people not to drink the water. As of the writing of this report, the number of open spaces of 10,000 square feet or more that use an irrigation system is unknown.

7. According to Ms. Cheryl Davis of the Water Department, the Water Department has not yet determined their administrative costs associated with issuing the Reclaimed Water Use Certificate. Therefore, the Water Department is unable to report what the Reclaimed Water Use Certificate fee would be.

8. The authors of the proposed ordinance report that the \$500 and \$1,000 fine monies would be deposited into the City's General Fund.

9. According to Mr. Steve Nelson of the CAO's Office, the City is not planning to finance the construction of new City buildings in the foreseeable future.

10. Because the proposed ordinance would require additional work for the Water Department and the Bureau of Building Inspection as well as establishing \$500 and \$1,000 fines and requiring new City buildings and irrigation systems to install dual piping, the proposed ordinance would have a fiscal impact on the City.

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11. On September 24, 1991, the Joint City Services/Economic and Social Policy Committee recommended amending the proposed ordinances to include findings regarding the City's goals for water supply use in the preservation and protection of the environment; the requirement of a yearly audit identifying uses of saved water, if any; and additional and related technical amendments. The proposed ordinances were approved by the Joint City Service/Economic and Social Policy Committee as amended.

Recommendation

The proposed ordinances are policy matters for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 9 - File 118-91-6

Note: This item was transferred from the City Services Committee as it was determined to have a fiscal impact on the City.

The proposed ordinance would amend the City's Health Code by adding Section 267 to provide for point of retail sale condom warning signs.

According to the proposed legislation, based on research that studied the effectiveness of natural membrane condoms (that is, animal skin condoms) and latex condoms in preventing the transmission of sexually transmitted diseases, the U.S. Food and Drug Administration (FDA) reported that "Tests have shown that latex condoms can prevent the passage of AIDS, hepatitis and herpes viruses but natural (lambskin) condoms may not do this." The proposed legislation is intended to educate the public concerning condoms by requiring that every person or entity who owns, operates or manages, leases or rents a premise or vending machine which offers natural membrane condoms for sale, or dispensing to the public, be required to post a warning notice in English, Chinese and Spanish wherever the membrane condoms are sold. The notice would read as follows:

Warning

Latex condoms labelled for disease prevention provide greater protection against AIDS, Hepatitis B and Herpes viruses than do natural (lambskin) condoms.

For More Information, Call 864-8100

The proposed legislation includes specific requirements regarding the size of the signs (i.e., not less than 8.5" x 11") and minimum requirements regarding the width, height and length of the lettering for signs posted for the sale of condoms other than through vending machines. Where condoms are distributed through vending machines, signs need not be 8.5" x 11", but need only be legible to persons using the vending machines.

According to the proposed draft ordinance, anyone who knowingly fails to post the required warning is guilty of an infraction and would be subject to fines. The proposed ordinance would be enforceable by any San Francisco peace officer as well as any San Francisco Environmental Health Inspector, Senior Environmental Health Inspector, Principal Environmental Health Inspector, Assistant Director of the Bureau of Environmental Health, Director of the Bureau of Environmental Health, or Environmental Control Officer.

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Comments

1. The proposed warning sign lists a phone number for the City's DPH Sexually Transmitted Disease Clinic. The previous version would have listed the San Francisco AIDS Foundation Hotline.

2. The author of the proposed legislation intends to propose an amendment which would require that warning signs include Tagalog as well as English, Spanish and Chinese. The previous version included Spanish and English only.

3. Dr. Sandra Hernandez of the Department of Public Health reports that manufacturers are required to print a warning on the natural membrane condom package itself advising the consumer that such condoms do not protect against sexually transmitted diseases. Mr. Thomas Arrowhead-Lowe of the FDA reports that the FDA is very actively enforcing this requirement. According to Mr. Arrowhead-Lowe, there are two manufacturers of natural membrane condoms in the United States, Schmid and Carter-Wallace. Schmid consistently displays the warning, however, Carter-Wallace has not consistently displayed the warning, Mr. Arrowhead-Lowe advises.

According to a telephone conversation with Mr. Arrowhead-Lowe, the FDA has confiscated all undistributed packages of membrane condoms which did not display the required warning. Mr. Arrowhead-Lowe advises that Carter-Wallace is currently redesigning its packaging, and all natural membrane condoms distributed in the future by both companies will display the required warning. Thus, as soon as those membrane condoms which are currently in stock at retail outlets are sold, all membrane condoms available for purchase will include a warning that these condoms should not be used for the prevention of sexually transmitted diseases. Mr. Arrowhead-Lowe advises that the FDA plans to continue its active enforcement of the required warning.

4. Mr. Jack Breslin of the San Francisco Department of Public Health (DPH) reports that existing programs requiring the posting of warning signs in San Francisco, such as chewing tobacco or fetal alcohol syndrome warnings, incur very little additional cost to the City. In general, preliminary advertising is not conducted and signs are not provided by the City. Instead, the individual vendors are required to provide their own signs. In some cases, the DPH might provide an example sign, which could be photocopied and made available to vendors. According to Mr. Breslin, the City enforces these programs on a complaint-only basis. Mr. Breslin reports that such programs incur almost no additional cost to the City.

5. Mr. Breslin notes that if the proposed legislation is approved, it would be relatively easy and inexpensive to monitor facilities under permit, which include establishments selling food or beverages, where the DPH already makes on-site inspections. However, Mr. Breslin advises that beyond complaint-only enforcement and the monitoring of establishments where the DPH already makes on-site inspections, active enforcement involving identification and monitoring of points of sale would be very difficult and expensive.

6. Santa Barbara County has implemented similar legislation that requires that warning signs be placed wherever condoms (not specifically membrane condoms) are sold. According to a telephone conversation with Dr. Alan Chovil of the Santa Barbara Department of Public Health, the Santa Barbara program consists primarily of printing and distributing warning signs. Also, advertisements were placed to alert vendors of the new legislation during the first month, and Santa Barbara County Health Department employees contacted condom vending machine rental companies to alert them to this new health legislation. Temporary staff were hired by Santa Barbara County during the first three months of the program to visit places where condoms are sold and ask vendors to post warning signs, Dr. Chovil reports. Dr. Chovil further reports that no permanent staff people were hired by Santa Barbara County to implement the program, but one DPH staff person spends five to six hours per week coordinating the program in the first month, and will spend fewer hours thereafter.

According to Dr. Chovil, vendors who do not post warning signs may be subject to fines. However, no vendors have been fined in Santa Barbara County to date, Dr. Chovil advises. Dr. Chovil further advises that enforcement of the legislation has not been difficult because vendors have been very willing to post warning signs.

Costs associated with the Santa Barbara County program include advertising costs, printing costs, and temporary part-time help for three months. Overhead and permanent personnel costs were not included in the project budget, since total overhead costs did not increase as a result of implementing the program, and no permanent personnel was hired. Also, advertising costs were low because the Santa Barbara County program has received a great deal of media attention and is therefore well known. Mr. Nels Henderson, an aide to the Santa Barbara County Board of Supervisors, reports that Santa Barbara County considered charging vendors \$5 per sign, which Santa Barbara County estimated would cover the total cost of the program. However, this charge has not been implemented.

7. Although no Santa Barbara County program budget is available, Mr. Henderson advises that the total program cost is estimated to be less than \$10,000 for Santa Barbara County. (According to Mr. Henderson, the legislation has been implemented in cities in Santa Barbara County as well as the unincorporated portions of the County.) The Budget Analyst has made an estimate of the proposed program cost to San Francisco if San Francisco were to implement a program similar to Santa Barbara's program of printing and distributing warning signs. In Santa Barbara, an existing staff person spends five to six hours per week on the program and temporary part time staff was hired for three months to educate the community. Santa Barbara's program is well-known in the Santa Barbara community because it received a great deal of free media coverage, so the need for extensive outreach and education is small, Mr. Henderson reports. The San Francisco proposed program would only require the posting of signs wherever natural membrane condoms are sold, whereas the Santa Barbara program requires the posting of signs where any type of condoms are sold.

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However, San Francisco is a larger and more urban county, and program staff could spend a large portion of their time doing education and outreach. A part-time environmental health inspector could be hired for three months. After the program is established and most vendors have received signs, the program could be assimilated into the duties of existing staff. The budget also includes postage for mailing 25 percent of the signs to local vendors.

The estimated budget for San Francisco as described above for the proposed program would be as follows:

Environmental Health Inspector (3 months, 20 hrs/wk, Step 1)	\$11,517
Fringe Benefits @ 7.65%	<u>881</u>
Total	\$12,398
1,000 adhesive-backed signs @ 50¢ each	500
250 manila envelopes and postage @ \$1.10/ea.	<u>275</u>
TOTAL PROGRAM COST	\$13,173

Given the above estimated total program cost, the Budget Analyst has determined that the proposed legislation would have a fiscal impact on the City. A fee could be charged to the vendors for the signs to offset the cost of the program. If the DPH charged \$13.17 per sign and 1,000 vendors purchased signs, this would cover the full cost of the program.

8. Mr. Breslin suggests the City provide signs to membrane condom distributors, who could distribute signs to vendors who purchase membrane condoms for sale to the public. This would eliminate all costs to the City except the cost of the adhesive-backed signs, for a total cost of approximately \$500 for 1,000 signs. As mentioned above, there are only two manufacturers of membrane condoms according to the FDA.

9. Dr. Hernandez suggests that the City require programs which promote the use of condoms for disease prevention be required to specify and distribute latex condoms only. All DPH-supported HIV prevention education messages specify latex condoms as the most useful barrier for prevention of HIV transmission, Dr. Hernandez notes. Dr. Hernandez would also encourage a media campaign directed at pharmacists to educate them that natural membrane condoms do not protect against sexually transmitted diseases.

10. The City Services Committee recommended the proposed ordinance for approval at its October 1, 1991 meeting.

Recommendation

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 10 - File 64-91-27

Note: This item was continued at the September 25, 1991, Finance Committee meeting in order for the Real Estate Department to consider a lease proposal from Trinity Properties in addition to the lease proposal from the current lessor, the Lembi Group (comprised of Skyline Real Estate Investment Trust, Skyline Property Holdings, 950 Franklin Street Associates, Chelsea Square, Ltd. and the Lembi Family Revocable Trust). The Real Estate Department recommended acceptance of the Lembi Group proposal to the Board of Supervisors.

1. This item is a resolution to authorize the extension of the existing lease of space at 1155 Market Street for five more years for office space use for the Public Utilities Commission's Utilities Engineering Bureau and Hetch Hetchy Administration at the rental rate of \$1.55 per square foot per month. The Real Estate Department recommended amending the proposed resolution at the September 11, 1991, Finance Committee Meeting to revise the rental rate to \$1.48 per square foot per month and to make the lease retroactive to September 1, 1991. Also at that meeting, public testimony from Trinity Properties, owner of the building next door to 1155 Market Street at 1145 Market Street indicated that Trinity Properties might be able to offer even more favorable terms. The proposed resolution was continued to allow for the consideration of Trinity Properties' offer.

2. Subsequently, the Real Estate Department issued a request to the incumbent lessor, the Lembi Group, and to Trinity Properties for submission of their final, best offers to be accepted for consideration at a proposer's conference scheduled for 9:30 a.m. on Friday, September 20, 1991. The Trinity Properties submission is attached (Attachment 1) and the Lembi Group submission is attached (Attachment 2).

3. The lease at 1155 Market Street for the Public Utilities Commission's Utilities Engineering Bureau and Hetch Hetchy Water and Power administration expired on August 31, 1991. This lease was for 37,805 square feet of Net Rentable Space which, after subtracting an approximately 10.8 percent load factor results in 34,128 square feet of Net Usable Space. Net Usable Space is the actual area occupied by a tenant. In order to allocate common areas (such as restrooms, elevators and lobbies) used by all tenants, a load factor is added to the Net Usable Space to get the Net Rentable Space. The Net Rentable Space is the basis for computing rent.

4. The Lembi Group proposal is based on 34,128 square feet of Net Usable Space. The Trinity Properties proposal is based on a Net Usable Space of 30,265 square feet (after subtracting an approximately 14.9 percent load factor from a Net Rentable Space of 34,786 square feet). However, Trinity Properties indicates that additional space is available at the same cost per square foot. Therefore, in order to provide a valid comparison base, the Budget Analyst has recomputed Trinity Properties' proposal values to be equivalent to 34,128 square feet of Net Usable Space. The Budget Analyst's comparison of the two proposals is as follows:

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BUDGET ANALYST

Memo to Finance Committee
October 9, 1991

	<u>Lembi Group</u>	<u>Trinity Properties</u>
Effective Date:	September 1, 1991	January 1, 1992
Early Termination Provision:	June 30, 1995, upon 6 months notice	June 30, 1995, upon 6 months notice
Number of Floors:	Three	Six
Average Annual Rent:	\$661,290	\$666,843
Cost per Square Foot per Month:	\$1.46	\$1.47
First Year Rent:	\$558,448	\$666,843
Rent Escalation:		
Second Year -	20.3% to \$672,000	No change
Third Year -	0.9% to \$678,000	No change
Fourth Year -	2.7% to \$696,000	No change
Fifth Year -	0.9% to \$702,000	No change

5. Other cost factors included in the proposals are as follows:

Holdover Rent - If the City offices are moved from the Lembi Group property to another site, the Lembi Group will charge the City a penalty, in addition to the regular rent, for continuing to occupy their property after the expiration of the lease on September 30, 1991. The combination of the regular rent plus the penalty is called the holdover rent. The Lembi Group indicates that this penalty will exceed 25 percent of the regular rent amount. Trinity Properties will allow a rent credit equal to any penalty that has to be paid to the Lembi Group.

Moving Expenses/Electricity Meter Installation/Rent Credit - Trinity Properties will grant a rent credit of \$200,000 to compensate the City for moving costs and the installation of separate electricity meters for the City offices. The Real Estate Department has obtained one estimate of moving costs of between \$28,000 and \$35,000 and estimates that installing separate electrical meters will cost approximately \$45,000. The balance of the rent credit after subtracting moving costs of \$35,000 and electrical meter installation costs of \$45,000 is \$120,000. This rent credit would effectively reduce the average annual rent for the Trinity Properties proposal by \$24,000 from \$666,843 to \$642,843 or a cost per square foot per month of \$1.42.

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Improvements - Trinity Properties will build out leased space to City's specifications comparable to the sixth floor of 1145 Market Street, which is currently leased by the City, at Trinity Properties expense. The Lembi Group will pay for repainting and recarpeting leased space at 1155 Market Street (because existing paint and carpets are in good condition this work will not be performed for at least 18 months but no later than 3 years). The Lembi Group will also install solarscreen or mini-blinds, where requested by the City, and will provide a \$25,000 improvement allowance for Hetch Hetchy.

6. The Real Estate Department has not obtained an estimate for the costs of disconnecting phone and communications services at 1155 Market Street and reconnecting at 1145 Market Street.

7. Although moving and improvement work would probably be scheduled for weekends some disruption could extend into weekdays resulting in a loss of productivity. Each day of lost productivity for the approximately 150 employees in the subject lease space would cost the City approximately \$34,756 for salaries and fringe benefits.

Comments

1. The City is currently paying regular rent of \$58,692 per month for space at 1155 Market Street for the holdover period since the lease expiration date August 31, 1991. Should the Board of Supervisors approve the Lembi Group lease proposal, the rent since September 1, 1991, would be at the new rate of \$29,346 per month through December 31, 1991, resulting in a rebate of the rent difference during the holdover period of \$29,346 per month (The Lembi Group rent would increase from \$29,346 per month to \$55,133 per month effective January 1, 1992).

2. The Real Estate Department has identified two other sites in the Civic Center area that have space available, 25 Van Ness Avenue and Fox Plaza at 1390 Market Street. However, according to Real Estate, these two sites were not considered because of the lack of enough available space and because they are too distant from other PUC and Hetch Hetchy offices that would remain at 1145 and 1155 Market Street (the moving offices and the remaining offices interact operationally and need to be in close proximity).

3. Although the \$661,290 average annual rent of the Lembi Group proposal is less than the \$666,843 average annual rent of Trinity Properties before application of the rent credit, the inclusion of the rent credit (\$24,000 average for five year lease) makes the Trinity Properties average annual rent of \$642,843 less than the Lembi Group average annual rent of \$661,290. However, the impact of other costs including the cost of disconnecting telephones at one location and reconnecting them at another, the loss of productivity during a move and the possible additional costs to reconfigure the layout of desks and other office furniture that now fits into three floors but would have to fit into six floors at the Trinity Properties site cannot be determined at this time. Therefore, the proposed

Memo to Finance Committee
October 9, 1991

lease extension is a policy matter for the Board of Supervisors. In any case, the proposed resolution will need to be amended to reflect the terms of the lease finally selected.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

**PROPOSAL SUBMITTAL FORM PERTAINING
TO 1155 AND 1145 MARKET STREET,
REQUEST FOR LEASE PROPOSAL, BY THE
CITY AND COUNTY OF SAN FRANCISCO**

The undersigned building owner (Proposer) , makes the following proposal to the City and County of San Francisco, in regard to the City's request for a proposal, in order to satisfy the leasing needs of the Public Utilities Commission's Utilities Engineering Bureau.

By submitting this proposal, Proposer is presenting the City with its' best and FINAL offer. No additional proposals will be accepted after 9:30 A.M. September 20, 1991.

THE FOLLOWING PROPOSAL IS HEREBY SUBMITTED BY THE UNDERSIGNED PROPOSER, AND SHALL REMAIN AN OFFER TO THE CITY UNTIL ACCEPTED OR REJECTED BY THE DIRECTOR OF PROPERTY, THE BOARD OF SUPERVISORS AND THE MAYOR OF THE CITY AND COUNTY OF SAN FRANCISCO. ANY MODIFICATIONS OR AMENDMENT OF THIS OFFER CAN ONLY BE MADE BY MUTUAL AGREEMENT BETWEEN THE SUCCESSFUL PROPOSER AND THE CITY AND COUNTY OF SAN FRANCISCO.

**PROPOSAL AND QUESTIONS FOR SUBMITTAL PERTAINING TO
1155 & 1145 MARKET STREET**

1. Legal Owner/Proposer
Trinity Properties
Name: One Trinity Center
Address: 1145 Market St. San Francisco, CA 94103
Phone: 415-333-3333
2. Contact for Proposer notification:
Name: Rob Ford
Address: 1145 Market St. San Francisco, CA 94103
Phone: 415-333-3333
3. Alternate contact for Proposer notification:
Name: Mia Musgrove
Address: 1145 Market St. San Francisco, CA 94103
Phone: 415-333-3333
4. Building Address: 1145 Market St.

5. Total lease area proposed (net rentable): 34,786 *

* If the actual space requirements of tenant cannot be accommodated in the designated area then any excess requirement will be accommodated on the 9th floor at the same annual rental rate.

6. Specific lease area information.

a. Rental Rate Per Sq. Ft. of Lease Area :

<u>Lease Year</u>	<u>Annual Rate Per Sq. Ft.</u>
1.	\$ 17.00
2.	\$ 17.00
3.	\$ 17.00
4.	\$ 17.00
5.	\$ 17.00

FIVE YEAR NET EFFECTIVE RATE PER SQUARE FOOT: \$ 17.00

b. Description of Proposed Lease Area.

(Please provide reduced floor plans of proposed floors. Use additional sheets if necessary.)

	<u>Net Rentable</u>	<u>Net Usable</u>
Floor: <u>Ground</u>	Area: 7238	6,294
<u>4th fl.</u>	<u>4202</u>	<u>3,669</u>
<u>5th fl.</u>	<u>6,340</u>	<u>5,515</u>
<u>7th fl.</u>	<u>6,026</u>	<u>5,239</u>
<u>8th fl.</u>	<u>10,480</u>	<u>9,548</u>
	<u>34,786</u>	<u>30,265</u>

NOTE: It is understood by the Proposer that the total annual rent due Proposer shall be calculated by multiplying the net rentable area by the rate per square foot as indicated in item "a." above. Proposer further understands that no owner "Pass Through" costs or Consumer Price Index rate increases shall be permitted in subject lease.

c. List any multi-tenant floors proposed, load factor and attach reduced floor plat illustrating the proposed lease area. (Use additional sheets if necessary.) Floors 4, 5 & 7 are multi tenant and the load factor for all rentable area is 15%.

7. City tenant improvements to be provided by Proposer:

(Use additional sheets if necessary.)
The premises will be built out by the Landlord up to a high quality "Building

Standard" (see attachment) based upon the same quantities per rentable square foot and to the same standard of Finish, Workmanship and quality as the 6th floor premises in the building previously leased by Utilities Engineering Bureau. The entire space plan for the premises shall be prepared by Landlord's architect in consultation with the Tenant, and shall be agreed upon between the parties hereto prior to October 1 1991.

Lessor at its sole expense, shall provide the services of an architectural firm acceptable to both lessee and the City, for all space planning, working drawings and construction management and inspection.

8. City tenant allowances to be provided by Proposer (Please include specific item and allocated cost. Use additional sheets if necessary.)

Trinity Properties grants to tenant an allowance of \$200,000 in the form of a rent credit from which tenant shall be allowed to pay for all costs of moving, cost of a separate electric service and meter and any other items desired by City including rent offset.

9. Can any unused portion of tenant allowances be used to offset City's rent? yes - see above

If yes, how much? Balance over and above cost enumerated in # 8 above.

10. List of "full service" items to be provided by Proposer for City's benefit.

Daily Janitorial Services, HVAC, Elevator service and utilities during normal working hours, 7 day/week guard service, window washing.

11. What is the effective date of the lease? January 1, 1992

12. If the City is required to pay additional rent under a holdover provision of their existing lease (125% of current rent of \$58,692 per month.) until buildout is complete, will Proposer reimburse City for this expense? If yes, will amount being reimbursed be the differential between existing rent and the holdover premium, or will it be the amount over proposed rent retroactive from September 1, 1991?

(Please explain amount and overage calculations in detail.)

If in fact there is a holdover provision in the existing lease and a differential does exist, then Trinity Properties will agree to grant the tenant an additional rent credit over and above any rent offset from item # 8 above equal to the actual holdover amount.

If no holdover provisions penalty exists then Trinity shall pay for the cost of the separate meter within the Tenant Improvement allowances, (Paragraph #7) thus freeing up more of the \$200,000 allowance for other City requirements (Paragraph #

13. If Proposer is able to charge holdover rent under the existing lease (125% of current rent of \$58,692 per month.), will Proposer waive this holdover charge? Not applicable to this proposer.

14. Will Proposer provide the City with an early termination benefit in which the City may terminate the subject lease early without penalty? yes If yes, what is earliest termination date? 6/30/95 How many days notice must be given? 6 months or 180 days.

15. If Proposer is going to make improvements to the proposed space on behalf of the City, how long will those improvements take, and will Proposer guarantee a completion date? If yes, please specify date of completion. No guarantee of completion date; however best estimate is 90 days after space plans have been provided to Trinity
16. Any other provisions or benefits to the City that the Proposer may wish to provide. Property architect by Tena
- As stated in attached letter from PUC UEB tenants already working in 1145 Market Street being separated in different buildings from the support staff that they depend on is extremely inconvenient and inefficient and decreases the productivity and communication within the organization. By moving the balance of PUC/UEB to 1145 Market will save the City considerable monies through increased efficiencies, thus greater productivity. 1145 Market is a brand new award winning first class office building with a new tenant improvements and state of the art HVAC.
- THE UNDERSIGNED PROPOSER OFFERS THE ABOVE TERMS AND CONDITIONS AS OF THIS DATE TO THE CITY AND COUNTY OF SAN FRANCISCO.

Robert J. Ford
PROPOSER
for Trinity Properties

9/20/91
DATE

4.

PROPOSAL SUBMITTAL FORM PERTAINING
TO 1155 AND 1145 MARKET STREET,
REQUEST FOR LEASE PROPOSAL BY THE
CITY AND COUNTY OF SAN FRANCISCO

The undersigned building owner (Proposer) , makes the following proposal to the City and County of San Francisco, in regard to the City's request for a proposal, in order to satisfy the leasing needs of the Public Utilities Commission's Utilities Engineering Bureau.

By submitting this proposal, Proposer is presenting the City with its' best and FINAL offer. No additional proposals will be accepted after 9:30 A.M. September 20, 1991.

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PROPOSAL AND QUESTIONS FOR SUBMITTAL PERTAINING TO
1155 & 1145 MARKET STREET

1. Legal Owner/Proposer

Name:
Address: Answers to this question and to all
Phone: other questions are attached

2. Contact for Proposer notification:

Name:
Address:
Phone:

3. Alternate contact for Proposer notification:

Name:
Address:
Phone:

4. Building Address:

5. Total lease area proposed (net rentable):

6. Specific lease area information.

a. Rental Rate Per Sq. Ft. of Lease Area :

<u>Lease Year</u>	<u>Annual Rate Per Sq. Ft.</u>
1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____

FIVE YEAR NET EFFECTIVE RATE PER SQUARE FOOT: \$ _____

b. Description of Proposed Lease Area.

(Please provide reduced floor plans of proposed floors. Use additional sheets if necessary.)

	<u>Net Rentable</u>	<u>Net Usable</u>
Floor: _____	Area: _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: It is understood by the Proposer that the total annual rent due Proposer shall be calculated by multiplying the net rentable area by the rate per square foot as indicated in item "a." above. Proposer further understands that no owner "Pass Through" costs or Consumer Price Index rate increases shall be permitted in subject lease.

c. List any multi-tenant floors proposed, load factor and attach reduced floor plat illustrating the proposed lease area. (Use additional sheets if necessary.)

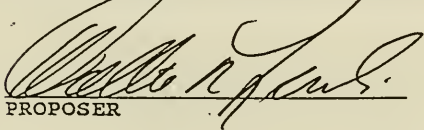
7. City tenant improvements to be provided by Proposer:
(Use additional sheets if necessary.)

8. City tenant allowances to be provided by Proposer (Please include specific item and allocated cost. Use additional sheets if necessary.)
- _____
- _____
9. Can any unused portion of tenant allowances be used to offset City's rent? _____
- If yes, how much? _____
10. List of "full service" items to be provided by Proposer for City's benefit.
- _____
- _____
11. What is the effective date of the lease? _____
12. If the City is required to pay additional rent under a holdover provision of their existing lease (125% of current rent of \$58,692 per month.) until buildout is complete, will Proposer reimburse City for this expense? If yes, will amount being reimbursed be the differential between existing rent and the holdover premium, or will it be the amount over proposed rent retroactive from September 1, 1991? (Please explain amount and overage calculations in detail.)
- _____
- _____
- _____
13. If Proposer is able to charge holdover rent under the existing lease (125% of current rent of \$58,692 per month.), will Proposer waive this holdover charge? _____
14. Will Proposer provide the City with an early termination benefit in which the City may terminate the subject lease early without penalty? _____ If yes, what is earliest termination date? _____ How many days notice must be given? _____

15. If Proposer is going to make improvements to the proposed space on behalf of the City, how long will those improvements take, and will Proposer guarantee a completion date ? If yes, please specify date of completion. _____
16. Any other provisions or benefits to the City that the Proposer may wish to provide.

All answers are attached

THE UNDERSIGNED PROPOSER OFFERS THE ABOVE TERMS AND CONDITIONS AS OF THIS DATE TO THE CITY AND COUNTY OF SAN FRANCISCO.


PROPOSER

9/19/91
DATE

4.

SL:kb/55
09/16/91

ANSWERS TO
PROPOSAL AND QUESTIONS FOR SUBMITTAL PERTAINING TO
1155 MARKET STREET

1. The Lembi Group made up of various entities: SKYLINE REIT, SKYLINE PROPERTY HOLDINGS, 950 FRANKLIN STREET ASSOCIATES and CHELSEA SQUARE, LTD., four California general partnerships, and THE LEMBI FAMILY REVOCABLE TRUST dated February 17, 1984, all as tenants-in-common, at 2101 Market Street, San Francisco, CA 94114.
2. Walter R. Lembi
Skyline Realty
2101 Market Street
San Francisco, CA 94114 .
3. Normand Grou
Law Offices of Bernard J. Schoenberg
One California Street, Suite 2424
San Francisco, CA 94111
4. 1155 Market Street
San Francisco, CA 94103
5. 37,805 net rentable square feet

(a)	<u>Lease Year</u>	<u>Annual Rate Per Sq. Ft.</u>
1.	9/1/91 to 8/31/92	\$ 14.77
2.	9/1/92 to 8/31/93	\$ 17.77
3.	9/1/93 to 8/31/94	\$ 17.93
4.	9/1/94 to 8/31/95	\$ 18.41
5.	9/1/95 to 8/31/96	\$ 18.56

SEE ATTACHED RENT SCHEDULE

FIVE YEAR NET EFFECTIVE RATE PER SQUARE FOOT: \$17.49*

* NET EFFECTIVE RATE AS OF TERMINATION NOTICE \$16.98
IF EARLY TERMINATION RIGHT IS EXERCISED

(b)	<u>Net Rentable</u>	<u>Net Usable</u>
Floor: <u>4</u>	Area: <u>12,991 s.f.</u>	<u>11,759 s.f.</u>
<u>5</u>	<u>12,991 s.f.</u>	<u>11,759 s.f.</u>
<u>7</u>	<u>11,823 s.f.</u>	<u>10,610 s.f.</u>

(c) Not applicable.

7. (a) Proposer, at its sole cost and expense, shall recarpet and repaint the entire premises. The color selections of the paint, carpet and rubber base shall be acceptable to both Lessor and City. The carpet shall be Ridgefield by Designweave or equivalent. The repainting and recarpeting shall be done on weekends or during evenings so as to cause the least disturbance to Tenant's employees.

Tenant improvements of carpet and paint as stated above shall be deferred and completed at Lessee's option to be exercised no sooner than 1½ years and no later than three years from September 1, 1991.

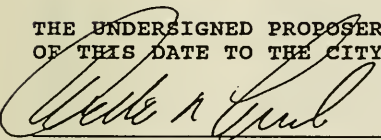
- (b) Either a solarscreen or mini-blinds shall be installed in windows on floors 4, 5 and 7 where requested by City.

Note: Prevailing wage shall be paid by all contractors and subcontractors working on the recarpeting and repainting.

8. Proposer, at its sole cost and expense, shall provide a tenant improvement allowance for Hetch Hetchy not to exceed \$25,000.
9. Yes; the full \$25,000.
10. As per the existing lease.
11. September 1, 1991.
12. This paragraph is technically not applicable to proposer, but it misstates the facts. If the existing lease is terminated during the holdover period, the holdover rent will be substantially in excess of the 125% figure.

13. No. Holdover rent is not chargeable if proposer's lease is renewed. If proposer's lease is not renewed, proposer will charge holdover rent substantially in excess of 125% of current rent, as allowed by original lease.
14. Yes; June 30, 1995; 180 days.
15. Yes (see paragraph 7 above).
16. If proposer's lease is renewed, proposer will waive all causes of action against the City as now exist regarding the lease extension. FURTHER, PROPOSER WILL AGREE IF THEIR PROPOSAL IS ACCEPTED TO GIVE THE CITY A 60-DAY OPTION TO EXTEND THE LEASE, NOW IN EXISTENCE ON THE 8TH FLOOR, UNDER THE SAME TERMS AND CONDITIONS AS SET FORTH HEREIN.

THE UNDERSIGNED PROPOSER OFFERS THE ABOVE TERMS AND CONDITIONS AS OF THIS DATE TO THE CITY AND COUNTY OF SAN FRANCISCO.


PROPOSER

9/15/91
DATE

PROPOSED RENT SCHEDULE
FLOORS FOURTH, FIFTH AND SEVENTH
37,805 SQUARE FEET
1155 MARKET STREET
TENANT: CITY AND COUNTY OF SAN FRANCISCO

	P.S.F.	P.S.F.	P.S.F.	P.S.F.	P.S.F.
	\$14.77	\$17.77	\$17.93	\$18.41	\$18.56
	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
September	1991 29,346	1992 56,000	1993 56,500	1994 58,000	1995 58,500
October	29,346	56,000	56,500	58,000	58,500
November	29,346	56,000	56,500	58,000	58,500
December	29,346	56,000	56,500	58,000	58,500
January	1992 55,133	1993 56,000	1994 56,500	1995 58,000	1996 58,500
February	55,133	56,000	56,500	58,000	58,500
March	55,133	56,000	56,500	58,000	58,500
April	55,133	56,000	56,500	58,000	58,500
May	55,133	56,000	56,500	58,000	58,500
June	55,133	56,000	56,500	58,000	58,500
July	55,133	56,000	56,500	58,000	58,500
August	<u>55,133</u>	<u>56,000</u>	<u>56,500</u>	<u>58,000</u>	<u>58,500</u>
TOTAL	558,448	672,000	678,000	696,000	702,000

FIVE YEAR NET EFFECTIVE RATE PER SQUARE FOOT: \$17.49

* NET EFFECTIVE RATE AS OF TERMINATION NOTICE \$16.98
IF EARLY TERMINATION RIGHT EXERCISED

Item 11 - File 62-91-5

Note: This item was continued at the September 25, 1991 Finance Committee Meeting.

Department: Recreation and Park Department

Item: Ordinance approving a 20-year lease with Stow Lake Corporation for establishing and operating a boat rental, bicycle rental and snack bar concession at Stow Lake, Golden Gate Park.

Description: The proposed ordinance would authorize the City, as Lessor, to enter into a twenty-year lease with the Stow Lake Corporation, as lessee. The proposed lease would become effective pending authorization from the Board of Supervisors, and would expire twenty years from this effective date. Included in the premises of the proposed lease would be the Boathouse area, and area immediately adjacent to Stow Lake, including the paved area, docks, floats and boat hoist.

Ms. Lucinda Scanlon of the Recreation and Park Department reports that the Department advertised for lease bids State-wide in journals and periodicals, including the Human Rights Commission's list of minority periodicals. Ms. Scanlon reports that Stow Lake Corporation was the only firm to submit a proposal.

Under the terms of the proposed lease, the Stow Lake Corporation would agree to have a fleet of 58 boats available for rental, and increase the fleet to 82 boats by purchasing at least 24 new boats prior to the Summer of 1993, and have one gas power-driven patrol boat ready for immediate use at all times for emergency situations. Stow Lake Corporation would also operate a snack bar concession under the terms of the proposed lease. Stow Lake Corporation also anticipates operating a bicycle rental in the basement of the Boathouse area which would begin by June 15, 1992, and anticipates providing no less than 50 bicycles for rent, and producing a bike trail map for Golden Gate Park which would be made available with bike rentals. The Stow Lake Corporation also may select to sublease the bicycle rental operation, or not operate any bicycle rental operation, and return possession of the basement area of the Boathouse to the City. The City would then have the right to lease this space to another tenant. Stow Lake Corporation may also select to install and operate vending machines.

Comments:

1. The following is a comparison of the annual rents which the City would receive from Stow Lake Corporation under the current lease and the proposed lease:

	<u>Current Lease</u>	<u>Proposed Lease</u>
Minimum Annual Payment	\$30,000	\$120,000*
Percent of Gross Receipts Paid to the City:		
Boat Rentals	23.5	31
Snack Bar Concessions	17.5	21
Bicycle Rentals	No rentals	31*

* If bicycle rentals are operated by a sublessee, the City would receive 50 percent of the monthly flat rent paid to Stow Lake Corporation. If Stow Lake Corporation selects not to operate a bicycle rental operation and returns possession and control of the space to the City, Stow Lake Corporation's minimum annual rent would be reduced from \$120,000 to \$110,000 annually.

2. Mr. Cal Tilden, President of the Stow Lake Corporation has projected revenues for the proposed lease. Mr. Tilden indicates that these estimates are for a twelve month period and are based upon historic gross revenues, and assume the implementation of a new marketing program, expansion of the boat fleet, and the start-up of a bicycle rental operation. Based upon the gross revenue estimates supplied by the Stow Lake Corporation, the projected revenues to the City for five years under the proposed lease would be as follows:

Year 1	\$ 120,000
Year 2	139,000
Year 3	145,960
Year 4	153,280
Year 5	<u>160,910</u>
Total:	\$ 719,150

The Budget Analyst has estimated these projected revenues to the City based upon the amount of projected gross revenues provided by the Stow Lake Corporation. The Recreation and Park Department concurs with the projected revenues to the City.

3. Ms. Scanlon reports that the current lease with Stow Lake Corporation expired on August 31, 1991. However, Ms. Scanlon explains that currently Stow Lake Corporation is operating under a month-to-month agreement which extends the current terms of the lease through November 1, 1991. Ms.

BOARD OF SUPERVISORS
BUDGET ANALYST

Scanlon also reports that if the proposed lease is not approved by the Board of Supervisors by January 1, 1992, the Stow Lake Corporation would owe the City on a monthly basis a total of ten percent of the gross receipts from boat rentals and snack bar concessions retroactively through November 1, 1991. Ms. Scanlon explains that this agreement was negotiated in order to expedite the approval of the lease.

4. Under the proposed lease, Stow Lake Corporation would be required to pay for telephone service, alarm system service, and the cost of bringing any new electrical, gas and plumbing installations into the Boathouse area.

5. The Recreation and Park Commission would have the right to review and approve increases in rates and charges for recreational activities, food and beverages.

6. Under the proposed lease, the Stow Lake Corporation would contribute \$20,000 during the first year of the lease for capital improvements to replace the boat hoist and floor of the snack bar area. Stow Lake Corporation would also contribute \$15,000 during the sixth year of the lease to be used for additional capital improvements in the Stow Lake Boathouse area. The improvements which would occur would be subject to approval by the Recreation and Park Commission.

7. Ms. Scanlon reports that the proposed lease is for twenty years because Stow Lake Corporation initially submitted a ten-year proposal, including an option which stated that when the contract would be put out to bid in ten years, the Stow Lake Corporation would have the right to match the highest bidder. Ms. Scanlon indicates that this would put the City at a disadvantage since other contractors would have no incentive to bid if their bids would be able to be matched by the Stow Lake Corporation. Therefore, the Recreation and Park Department negotiated a twenty-year lease with Stow Lake Corporation instead of a ten-year lease with an option to match the highest bidder.

8. In response to questions raised at the Finance Committee meeting on September 25, 1991, Mr. Tilden submitted the attached letter to the Recreation and Park Department. Mr. Tilden reports that if Stow Lake Corporation entered into a ten-year lease, the minimum would be reduced to the greater of \$80,000 annually, or 15 percent for food sales, 20 percent for boat and bike rentals and no capital contribution would be made in the fifth year. Mr. Tilden also reports that under a 15-year lease, Stow Lake Corporation would be willing to provide a minimum annual payment of the greater of \$94,000 or 17.5 percent on food and 23.5 percent on boats.

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BUDGET ANALYST

9. The Budget Analyst notes that the Stow Lake Corporation, in advising the Finance Committee that if the lease were only approved for 10 years in lieu of 20 years, then the Stow Lake Corporation would pay the City a lower percentage of gross receipts than the City is currently receiving and that if only a 15-year lease were approved, then the Stow Lake Corporation would pay the City only the same percentages as the City is currently receiving. However, the current representations of the Stow Lake Corporation were made strictly in response to the inquiries of the Finance Committee, after the original negotiations with the Recreation and Parks Department were completed.

10. Mr. Phil Arnold of the Recreation and Park Department reports that, based on the Stow Lake Corporation's representations to the Finance Committee, the City would receive a minimum of \$400,000 less in total revenues under a 10-year lease rather than under a 20-year lease. The Budget Analyst notes, however, that approval of a 20-year lease does not provide the City with the opportunity to reevaluate the market conditions after 10 years, or whether greater revenues could be achieved through another lessee after 10 years. In addition, it is in Stow Lake Corporation's interest to approve a lease with the City since it has continued operations there for the past fifteen years.

11. The Budget Analyst continues to believe that approval of the proposed lease for 20 years is a policy matter for the Board of Supervisors. In addition, the Budget Analyst recommends that in the future, the Recreation and Park Department should not advertise for lease bids for a period of more than ten years so the City would have the opportunity to achieve potential greater revenues with another lessee.

Recommendation: Approval of the proposed lease for 20 years is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

STOW LAKE CORPORATION

Post Office Box 590245
San Francisco, CA 94159

(415) 752-0347

(415) 221-7773

September 27, 1991

Mr. Phil E. Arnold
Assistant General Manager
Recreation and Park Department
McLaren Lodge, Golden Gate Park
San Francisco, Ca. 94117

Dear Phil:

This letter is in response to Supervisor Gonzalez's question at the September 25, 1992 Finance Committee meeting asking what rent we might be willing to pay if the lease term was reduced from 20 to 10 years. The question was precipitated by Mr. Harvey Rose's recommendation to limit the lease to 10 years.

I do not understand the benefit to the City of reducing the term considering it is a percent lease and the rent will increase in direct proportion to increases in our prices and marketing driven utilization. We can offer higher rent with the 20 year term knowing that our leasehold improvements, new equipment purchases and marketing will be of benefit and can be amortized over a 20 year period.

We are willing to enter into a 10 year lease if the percent rent is 15% for food sales, 20% for boat and bike rentals and no capital contribution is made in the fifth year. The minimum rent would be \$80,000.

We are also willing to enter into a 15 year lease (the same term as our recently expired lease) if the percent rent remains the same as we have been paying for 15 years: 17.5% on food and 23.5% on boats. The fifth year capital contribution would be \$5,000 and the minimum rent would be \$94,000. Our just expired 15 year lease had a \$30,000 minimum rent guarantee.

Except as set forth above, all other lease terms would remain unchanged.

Very truly yours,



Calvin B. Tilden, President

cc: Supervisors Gonzalez, Shelley & Hallinan
Harvey Rose

Item 12 - File 97-91-50

Department: Public Utilities Commission (PUC), Municipal Railway (MUNI)

Item: Ordinance amending Administrative Code Section 10.150, thereof, to increase the Municipal Railway's Revolving Fund amount from \$368,516 to \$380,016.

Amount of Increase: \$11,500

Source of Funds: Surplus funds in MUNI's FY 1991-92 Budget

Description: Section 10.150 of the Administrative Code currently provides for a Cash Revolving Fund for the Municipal Railway (MUNI) in the amount of \$368,516. The proposed ordinance (File 97-91-50) would amend Section 10.150 of the Administrative Code to increase the amount of MUNI's Cash Revolving Fund from \$368,516 to \$380,016, an increase of \$11,500.

According to the PUC, the present MUNI Cash Revolving Fund authorization of \$368,516 is divided in the following manner:

MUNI Judgements and Claims	\$300,000
PUC, Finance Bureau	33,573
Cable Car Machine Change Fund	31,213
Fast Pass Change Fund	875
Petty Cash	100
Cable Car Under/Over Change Fund	5
MUNI Community Affairs	200
MUNI Operations	500
MUNI Storerooms:	
Cable Car	150
Presidio	100
Potrero	200
General	500
Woods	500
Army	100
MUNI Ways and Structures	200
MUNI Engineering	100
MUNI Claims	<u>200</u>
Total Revolving Fund	\$368,516

BOARD OF SUPERVISORS
BUDGET ANALYST

MUNI presently allocates \$31,213 of the total Revolving Fund amount of \$368,516 to the Cable Car Machine Change Fund. The Cable Car Machine Change Fund is used to replenish 17 self-service ticket machines at various boarding stations along the cable car routes. MUNI recently purchased new coin drums and banks, which increased the change storage capacity of the ticket machines. MUNI has requested an increase of \$11,500, from \$31,213 to \$42,713, to be allocated to the Cable Car Machine Change Fund, in order to fully stock these self-service ticket machines.

MUNI has identified surplus funds in its FY 1991-92 budget that would be used to increase the level of the Revolving Fund by \$11,500. Use of these surplus funds would not require a supplemental appropriation request by MUNI.

Comments:

1. According to Mr Bob Won of the PUC's Finance Bureau, MUNI presently allocates \$5,000 of the \$31,213 amount in the Cable Car Machine Change Fund for other non-Cable Car revenue purposes. MUNI maintains the remaining \$26,213 to replenish the change levels in the Cable Car ticket machines. The new coin drums and banks increased the change storage capacity of the ticket machines from \$1,033.50, per machine, to \$2,216, per machine. Because MUNI uses 17 cable car ticket machines, the total amount needed to replenish the machines is now \$37,672 (\$2,216 multiplied by 17 machines), which is \$11,459 more than the \$26,213 MUNI presently maintains in the Cable Car Machine Change Fund to replenish the ticket machines.

2. The total amount required in the Cable Car Machine Change Fund is:

MUNI Revenue Center non-Cable Car uses	\$5,000
MUNI Cable Car ticket machines	<u>37,672</u>
Total amount required	\$42,672
Requested amount for Cable Car Machine Change Fund	<u>42,713</u>
Amount not required	\$41

Based on the above calculations, the request to increase the Revolving Fund amount by \$11,500 would be reasonable.

3. However, as noted above, MUNI maintains a \$300,000 Revolving Fund, as part of the total \$368,516 Revolving Fund authorization, reserved exclusively for paying judgements and claims. MUNI could reallocate a portion of the claims fund to cover the increased need of the Cable Car Machine Change Fund, thereby eliminating the need to amend the Administrative Code to increase the Revolving Fund authorization to \$380,016. In FY 1989-90, the MUNI Claims Department handled \$5,258,717 in judgements and claims. Assuming a revolving fund amount of \$300,000 for the Claims Department, the revolving fund was replenished approximately 17.5 times during FY 1989-90 (\$5,258,717 divided by \$300,000), or about once every three weeks (52 weeks divided by 17.5). For FY 1991-92, the approved budget for judgements and claims is \$4.8 million, which is based on the actual expenditures for FY 1990-91. If the Claims Department revolving fund were replenished at a comparable rate of once every three weeks and given a judgement and claims budget of \$4.8 million, the Claims Department revolving fund would require a total of \$277,000 to adequately process judgements and claims (Budget of \$4.8 million divided by 52 weeks, multiplied by 3 weeks replenishment time). The amount of \$277,000 is \$23,000 less than the \$300,000 allocated to the MUNI Claims Department. Based on this analysis, the Budget Analyst believes that the \$11,500 needed for the Cable Car Machine Change Fund could be reallocated from the excess \$23,000 estimated to be in the Claims Department revolving fund. Therefore, the Budget Analyst recommends that the Board of Supervisors not approve this proposed ordinance, which would increase MUNI's revolving fund authorization by \$11,500, from \$368,516 to \$380,016.

Recommendation: Disapprove the proposed ordinance.

Item 13 - File 97-91-51

- Department:** Police Department
- Item:** Ordinance amending Chapter 10B of the Administrative Code by amending Section 10B.2, pertaining to payment for special law enforcement services.
- Description:** Section 10B.2 of the Administrative Code outlines guidelines for payments by a person, corporation, firm or organization, to the Police Department for the provision of special law enforcement services. Section 10B.2 specifically provides that payment for such services will be computed based on (1) the established rate of pay for the uniformed officers when they are performing their actual duties, (2) the cost of additional equipment and materials and (3) 22.5 percent of the total costs for administrative overhead. The legislation stipulates that the payments received by the Police Department, with the exception of the 22.5 percent earmarked for administrative overhead costs, are to be deposited in a special fund designated as the Public Facilities Overtime Account. The monies earmarked for administrative overhead must be deposited to the General Fund.
- The proposed ordinance would amend Section 10B.2 to provide that 75 percent (in lieu of 100 percent) of the monies earmarked for administrative overhead would be deposited to the General Fund and the remaining 25 percent of such monies would be retained in the Public Facilities Overtime Account and appropriated to the Police Department for administrative costs associated with the provision of special law enforcement services. The proposed legislation would further provide that the Police Department must provide the Controller with quarterly reports on the expenditure of the monies appropriated to the Police Department for the above noted purpose.
- Comment:** The Police Department has requested that this item be continued to the Finance Committee on October 16, 1991, in order to allow the Department additional time to provide budgetary details on the Department's administrative overhead costs associated with the provision of special law enforcement serves.
- Recommendation:** Continue this item to the Finance Committee meeting on October 16, 1991, as requested by the Police Department.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 14 and 15 - Files 121-91-8 and 121-91-9

Department: Police Department

Items: The proposed ordinance (File 121-91-8) would amend the Police Code by amending Sections 2.26 and 2.27, relating to filing fees and deleting filing and license fees for Motor Vehicles for Hire.

The proposed ordinance (File 121-91-9) would amend the Police Code by adding a new Section 2.26.1 relating to filing fees, and a new Section 2.27.1 relating to license fees, which would establish separate fee schedules for Motor Vehicles for Hire.

Description: The proposed ordinance (File 121-91-8) would amend Section 2.26 to (1) increase the Police Department's permit filing fees and (2) delete permit filing and license fees for Motor Vehicles for Hire, as follows:

<u>Type of Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Difference</u>	<u>Percent Change</u>
Permit Amendment/Additional Partner	\$48	\$55	\$ 7	15%
Advertising Vehicle	157	275	118	75
Amusement Park	292	470	178	61
Antique Shop	261	340	79	30
Auto Wrecker	171	422	251	147
Ball or Ring Throwing Games	226	290	64	28
Balloon or Kite Advertising	191	190	(1)	-
Billiard Parlor	211	298	87	41
Bingo Games:	50	50	0	0
Amendment to Permit	50	50	0	0
Cabaret	503	638	135	27
Change of Color Scheme (Delete)	52	N/A	N/A	N/A
Circus	274	340	66	24
Closing-Out Sale	137	262	125	91
Dance Hall Keeper:	522	638	116	22
One Night Dance	18	25	7	39
Dealer in Firearms and/or Ammunition:	310	470	160	52
Renewal	158	158	0	0
Discharge of Cannon	100	175	75	75
Distributor of Advertising:				
Class A	198	331	133	67
Class B	137	291	154	112
Driverless Auto Rental	216	365	149	69
Driver Public Passenger Vehicle (Delete)	31	N/A	N/A	N/A
Encounter Studio:				
Owner	285	375	90	32

<u>Type of Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Difference</u>	<u>Percent Change</u>
Employee	\$ 70	\$128	\$ 58	83%
Escort Service:				
Owner	174	240	66	38
Employee	74	128	54	73
Funeral Procession Escort	112	145	33	29
Insignia and Uniform	18	18	0	0
General Soliciting Agent	108	160	52	48
Interurban Bus (Delete)	96	N/A	N/A	N/A
Itinerant Show	278	350	72	26
Itinerant Show/Non-Profit	100	100	0	0
Jitney Bus:				
Owner (Delete)	144	N/A	N/A	N/A
Driver (Delete)	86	N/A	N/A	N/A
Amendment to Permit (Delete)	50	N/A	N/A	N/A
Junk Dealer	378	517	139	37
Junk Gatherer:				
Resident	350	582	232	92
Non-Resident	154	292	138	90
Licensed Tour Guide	157	175	18	11
Limousine (Delete)	96	N/A	N/A	N/A
Loudspeaker:				
Commercial	285	275	10	4
Non-commercial	19	30	11	58
Vehicle	102	275	173	170
Masked Ball	391	410	19	5
Massage Establishment	467	985	518	111
Masseuer/Masseuse:	70	128	58	83
Trainee	51	128	77	151
Mechanical Amusement Devices	356	360	4	1
Mechanical Contrivance	228	360	132	58
Miniature Golf Course	316	380	64	20
Mobile Caterer:	403	450	47	12
Additional Stop	46	50	4	9
Assistant	23	50	27	117
Transfer of Stop	23	40	17	74
Motorized Rickshaw (Delete)	96	N/A	N/A	N/A
Museum	353	375	22	6
Nude Models in Public Photography Studio:				
Owner	277	435	158	57
Employee	79	128	49	62
Off-Heliport Landing Site	322	290	(32)	10
Outcall Massage	196	302	106	54
Pawnbroker	383	470	87	23

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BUDGET ANALYST

<u>Type of Permit</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Difference</u>	<u>Percent Change</u>
Peddler:				
Fish, Vegetables, Fruit	\$291	\$320	\$ 29	10%
Food for Human Consumption	291	320	29	10
Non-food	158	220	62	39
Employee	36	50	14	39
Pedicab Driver	24	50	26	108
Pedicab Owner:				
First Pedicab	104	235	131	126
Each Additional Pedicab	26	55	29	112
Photographer, Public Place:				
Owner	220	280	60	27
Employee	79	50	(29)	(37)
Photographic Solicitor:				
Owner	180	280	100	56
Employee	95	50	(45)	(47)
Place of Entertainment	415	638	223	54
Poker:	486	485	(1)	-
Amendment to Permit	50	55	5	10
Public Bathhouse	491	630	139	28
Public Outcry Sales	346	318	(28)	(8)
Pushcart Peddler	283	345	62	22
Recreational Equipment Vendor	158	255	97	61
Rodeo Exhibition/Wild West Show	383	340	(43)	(11)
Second Hand Dealer	261	340	79	30
Second Hand Dealer, Auto Accessories	261	340	79	30
Shooting Galley	251	445	194	77
Sightseeing Bus (Delete)	96	N/A	N/A	N/A
Skating Rink	382	355	(27)	(7)
Street Photographer:				
Owner	180	240	60	33
Solicitor	95	145	50	53
Taxicab (Delete)	96	N/A	N/A	N/A
Tow Car Driver	70	125	55	79
Trade-In Dealer	261	340	79	30
Valet Parking:				
Fixed Location	105	255	150	143
Annual Special Event	42	140	98	233
Vehicle for Hire, Non-motorized	96	235	139	145

In addition, the proposed ordinance (File 121-91-8) would delete permit filing and license fees for Motor Vehicles for Hire, as follows:

<u>Type of Permit</u>	<u>Current Filing Fee</u>	<u>Current License Fee</u>
Change of Color Scheme	\$52	N/A
Driver Public Passenger Vehicle	31	16
Interurban Bus	96	96
Jitney Bus:		
Owner	144	95
Driver	86	15
Amendment to Permit	50	N/A
Limousine	96	96
Motorized Rickshaw	96	96
Sightseeing Bus	96	96
Taxicab	96	96

The proposed ordinance (File 121-91-9) would amend the Police Code by adding a new Section 2.26.1, relating to permit filing fees and a new Section 2.27.1, relating to permit license fees, in order to establish separate fee schedules for Motor Vehicles for hire. In addition to establishing separate fee schedules, the proposed legislation also increases all but one of the permit filing and license fees for Motor Vehicles for Hire. A comparison of the current permit filing and license fees to the proposed permit filing and license fees, as outlined under Sections 2.26.1 and 2.27.1, respectively, is as follows:

<u>1. Type of Permit</u>	<u>Current Filing Fee</u>	<u>Proposed Filing Fee</u>	<u>Difference</u>	<u>Percent Change</u>
Color Scheme Change	\$52	\$60	\$8	15%
Interurban Bus	96	240	144	150
Jitney Bus Driver	86	50	(36)	(42)
Jitney Bus Owner	144	240	96	67
Limousine	96	240	144	150
Motorized Rickshaw	96	240	144	150
Driver Public Passenger Vehicle	31	45	14	45
Sightseeing Bus	96	240	144	150
Taxicab	96	240	144	150
Taxicab Radio Dispatch Services*	None	300	-	-

*Taxicab Radio Dispatch Services is a new permit category.

2. <u>Type of Permit</u>	Current	Proposed	<u>Difference</u>	<u>Percent</u> <u>Change</u>
	<u>License</u> <u>Fee</u>	<u>License</u> <u>Fee</u>		
Interurban Bus	\$96	\$240	\$144	150%
Jitney Bus Driver	15	50	35	233
Jitney Bus Owner	95	240	145	153
Limousine	96	240	144	150
Motorized Rickshaw	96	240	144	150
Driver Public Passenger Vehicle	16	25	9	56
Driver Sightseeing Bus	96	240	144	150
Taxicab*	\$96	\$300	\$204	213
Taxicab Radio Dispatch Services**	None	300	-	-

*A credit of \$180 will be allowed against the fee for each taxicab licensed by an operator who has agreed to participate throughout the permit year in the Paratransit Program, which provides taxi services to handicapped and elderly persons.

**Taxicab Radio Dispatch Service is a new permit category.

Comments

1. The Police Department reports that the proposed permit filing and license fee increases represent the first fee adjustments since 1986. The Department advises that these increases will allow the Department to recover the costs for the processing of filing and license permits for the various activities noted above. The Police Department is responsible for the collection of permit filing fees and the Tax Collector's Office is responsible for the collection of permit license fees. Filing permits are permit applications which allow the Police Department to establish whether or not an applicant has the necessary qualifications to perform a given activity. License permits give applicants authority for the maintenance and operation of a given business or activity. The Police Department is additionally responsible for the majority of follow-up work connected with the filing and license permits (i.e, investigations, inspections, enforcement of regulations). Other City Departments, such as the Fire Department, the Department of Public Works and the City Attorney may be responsible for certain permit processing activities, depending upon the type of permit being processed.

2. The Department reports that fees charged for filing and license permits generated \$447,510 in revenues for 1990-91. The total projected annual revenue for 1991-92, under the current fees, is \$448,000. The Department is projecting that the revenue for 1991-92 will be comparable to the revenue generated in 1990-91 because the revenues remain relatively static from one year to the next. The Department estimates that the above noted permit filing and license fee increases will generate additional annual revenues of approximately \$300,000. The proposed fee increases would become effective upon Board of Supervisors approval of the two

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ordinances, which are the subject of this report. As such, the Police Department estimates that, should the Board of Supervisors approve the proposed ordinances, the proposed fee increases would generate an additional \$255,000 for the period of November 1, 1991 to June 30, 1992, bringing the total projected annual revenue to approximately \$703,000 for 1991-92. The Department's estimate that it will receive an additional \$255,000 in revenues over an eight-month period is based on the fact that the Department receives approximately 85 percent of the revenues generated from these permits in the last three-quarters of the fiscal year. The Department's estimated cost (including the Police Department, Tax Collector and costs associated with other City Departments) to process these filing and license permits for 1991-92 is approximately \$745,000.

3. As noted above, the proposed changes in fees vary from a reduction of 47 percent (Photographic Solicitor-Employee) to an increase of 233 percent (Valet Parking-Annual Special Event). The Police Department advises that the reason that the fee changes are so varied is because each fee was considered individually, and was adjusted on the basis of the number of permits processed in a given category and the extent of activities required by the Police Department, Tax Collector and other City Departments to process a given category of permits.

4. The Board of Supervisors previously adopted legislation (Ordinance 562-88), which established a Motor Vehicle for Hire Enforcement Fund. Revenues generated from the proposed permit filing and license fees from the Motor Vehicle for Hire Industry, are to be deposited to this Fund. As such, the Police Department is proposing that a separate fee schedule be established to accommodate these fees (File 121-91-9).

Recommendation

Approve the proposed ordinances to increase inspection fees to directly offset the costs of providing such services and to establish a separate fee schedule for Motor Vehicles for Hire.

Items 16, 17 and 18 - Files 30-91-19, 101-91-10, and 102-91-5

Note: These items were continued at the Finance Committee Meeting of September 25, 1991.

Departments: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)
Community Mental Health Services (CMHS)
Department of City Planning

Items: Resolution adopting final environmental impact report (File 30-91-19) finding that the construction of a Mental Health Skilled Nursing Facility at San Francisco General Hospital will not have a significant impact on the environment and making Proposition M findings.

Supplemental Appropriation Ordinance (File 101-91-10) appropriating \$23,000,000 for various capital improvement projects, for the creation of one (1) position and deletion of one (1) position, for fiscal year 1991-92.

Ordinance amending the Annual Salary Ordinance (File 102-91-5) reflecting the addition of one position and the deletion of one position in the Department of Public Health, San Francisco General Hospital, using funds from the 1987 Mental Health Skilled Nursing Facility Bond Program.

Description: In November of 1987, the voters approved a \$26,000,000 bond issue for the construction of a Mental Health Skilled Nursing Facility. The first bond sale occurred in June of 1988 for \$3,000,000. The City's second bond sale of \$23,000,000 for the Mental Health Skilled Nursing Facility occurred on June 19, 1991. To date, the City has expended funds from the first bond sale on facility design, drawings, project specifications, an environmental impact report, project management services, financial/legal services and a State plan review.

The proposed ordinance (File 101-91-10) would appropriate the \$23,000,000 in bond proceeds from the City's second bond sale for the construction phase and associated project management services for the project. The proposed Annual Salary Ordinance (File 102-91-5) would add one A942 L Senior Associated Administrator position, and delete one A942 W Senior Associated Administrator position in SFGH's budget, thereby reclassifying the position as a limited tenure position. The A942 L Senior Associated Administrator would act as the DPH's project manager for the proposed Mental Health Skilled Nursing Facility. The proposed resolution (File 30-91-19) would adopt the final EIR for the Mental Health Skilled

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Nursing Facility which has been completed by the Department of City Planning.

The SFGH Mental Health Skilled Nursing Facility would include the construction of a 185-bed, sub-acute mental health care facility in two buildings, totalling about 90,000 square feet, with an outdoor activity area and landscaped open space. Under the proposed project, 145 parking spaces and loading area would be added, and 220 parking spaces and a vacant area would be eliminated. The proposed SFGH Mental Health Skilled Nursing Facility would be bounded by U.S. Highway 101, the SFGH Medical Center, and Potrero Avenue between 20th Street and 21st Street.

Comments:

1. The DPH reports that the proposed \$23,000,000 in bond funds (File 101-91-10) would be used as follows:

<u>DPH Project Management Services</u>	\$ 207,926
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Departmental Work Orders

Controller's Office-Financial Advisor	40,700
City Attorney's Office-Bond Counsel	12,500
CAO's Office-Bond Coordination	6,000

<u>DPW Construction Management</u>	1,108,074
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<u>DPW Construction Costs</u>	<u>21,624,800</u>
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Total Budget:	\$23,000,000
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2. The DPH Project Management Services would be provided by an A942 Senior Associated Administrator. Ms. Ana Marino-Gosh of SFGH reports that the position would act as a liaison for the City throughout the construction of the Mental Health Skilled Nursing Facility, and the position would also have to be familiar with emergency treatment of mental health patients in order to assist with the transition of patients to the Mental Health Skilled Nursing Facility.

3. Because bond funds would be used to fund the A942 Senior Associated Administrator position, the proposed ordinance (File 102-91-5) would add an A942 L Senior Associated Administrator and delete a A942 W Senior Associated Administrator position from the Annual Salary Ordinance for 1991-92 in order to reclassify the position as a limited tenure position. A position designated as a limited tenure position must be justified by the Department in the line item explanations as part of the annual budgeting process.

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4. An A942 W Senior Associated Administrator position was added to the hospital work order fund at a salary of \$104,557. This position represented a substitution for a deleted 9750 Staff Assistant IX position which was funded through the \$3,000,000 in proceeds from the first bond sale for the proposed Mental Health Skilled Nursing Facility. The substitution results in an increase of \$28,158 in salary (from \$76,399 to \$104,557 annually). A portion of the A942 W Senior Associated Administrator's position continued to be funded through bond funds in order to provide DPH project management services for the proposed Mental Health Skilled Nursing Facility, although this employee also assumed additional duties related to SFGH operations. Ms. Susan Ehrlich of the DPH reports that the cost of this position upgrade is more than offset by the elimination of a 2143 Assistant Hospital Administrator position with a salary of \$71,000. Ms. Ehrlich indicates that the upgraded A942 W Senior Associated Administrator position performs the duties and responsibilities previously provided by two positions, the 9750 Staff Assistant IX and the 2143 Assistant Hospital Administrator.

5. In order to compensate the Mental Health Skilled Nursing Facility bond funds for the increase in salaries and services to SFGH operations, SFGH has agreed to pay for a portion of the salary to fund the A942 W Senior Associated Administrator position. As noted above, a portion of the A942 W Senior Associated Administrator position for DPH Project Management Services is funded through bond funds. The annual salary for the A942 W Senior Associated Administrator is \$104,557. Including fringe benefits, the position would cost approximately \$131,742 annually, or approximately \$395,226 through FY 1993-94. The portion of the salary and fringe benefits which would be funded through bond funds would be as follows:

FY 1991-92	\$ 720*
FY 1992-93	101,076
FY 1993-94	<u>106,130</u>
Total	\$207,926

*\$95,013 would be funded from the remainder of the proceeds from the first bond sale of \$3,000,000 for a total of \$95,733 for FY 1991-92.

6. Mr. Fred Weiner of the CAO's Office reports that the \$40,700 which is budgeted for the Controller's Office - Financial Advisor would be used to pay for services provided by Public Financial Management and Charles A. Bell Securities Corporation. Mr. Weiner indicates that these

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firms were retained for the issuance of the bond sale. The \$12,500 which is budgeted for the City Attorney's Office Bond Counsel costs would be used to pay for counseling services provided by Brown, Wood, Arnelle and Hastie. Only Charles A. Bell is a City-certified as MBE firm. Mr. Weiner also reports that the \$6,000 budgeted for the CAO's Office Bond Coordination would be used to pay for in-house bond coordination services provided by the CAO's Office.

7. Mr. Jim Buker of the DPW's Bureau of Architecture reports that the \$1,108,074 which is budgeted for DPW Construction Management costs would be used as follows over approximately 26 months:

<u>DPW Construction Management</u>		\$ 386,000
Principal Architect	2 hrs/wk	
Senior Architect	5 hrs/wk	
Project Architect	32 hrs/wk	
Architectural Assistant	8 hrs/wk	
Secretary	8 hrs/wk	
<u>DPW Construction Inspection</u>		312,000
Senior Inspector	1 hrs/wk	
Inspector	40 hrs/wk	
<u>Consultant Architect</u>		348,000
Kaplan, McLaughlin, Diaz		
<u>Contingency</u>		<u>62,074</u>
(Approximately 5.6 percent)		
Total Construction Management		\$1,108,074

8. Mr. Tony Leong of the DPW's Bureau of Architecture reports that the Consultant Architect, Kaplan, McLaughlin, Diaz would be undertaking the proposed project as a joint venture with Gordon H. Chong & Associates which is a City-Certified LBE/MBE firm. In addition, the Mechanical Engineer, the Electrical Engineer, the Landscape Architect, and the Civil Engineer which would be subconsultants to Kaplan, McLaughlin, Diaz are City-certified as either MBE, WBE or LBE firms. Mr. Leong indicates that these City-certified subconsultants would perform over 50 percent of the subconsultant work.

9. Mr. Buker reports that the DPW anticipates bids for the construction contract would be issued in December, 1991, and construction is scheduled to be completed by approximately the end of FY 1993-94. Because the construction contract has not yet been issued, the Budget Analyst recommends that the

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\$21,624,800 budgeted for construction be reserved pending the selection of a contractor, identification of the MBE/WBE/LBE status of the contractor and specific cost details.

10. The Department of City Planning prepared and certified an Environmental Impact Report (EIR) for the project on October 25, 1990, and determined that the project would not have a significant effect on the environment. The proposed resolution (File 30-91-19) would adopt these findings. The Department of City Planning finds that there is no evidence that the proposed project would have a negative impact on the environment. These findings have been adopted pursuant to the California Environmental Quality Act (CEQA) and pursuant to Proposition M. As noted above, the proposed Skilled Nursing Facility upon completion would increase the number of parking spaces by 145, but also eliminate 220 parking spaces, resulting in a net loss of 75 parking spaces. Mr. Dave Felthom of the City Planning Department reports that a proposed restriping project would create a total of 101 additional parking spaces, which would replace the loss of 75 spaces and provide 26 additional parking spaces. Mr. Felthom also reports that after completion of construction of the Mental Health Skilled Nursing Facility, there would be a new demand for parking of 98 spaces, of which 26 spaces are available through the restriping of existing parking lots. Mr. Felthom advises that the EIR which the proposed resolution (File 30-91-19) would adopt has concluded that the remaining 72 spaces (98 spaces less 26 spaces) would have to be absorbed by existing on-street parking. According to Mr. Felthom, given the current shortage of parking in the area, the EIR has concluded that the incremental effect of having an additional shortage of 72 parking spaces would not have a negative impact on the environment. Due to concerns over the apparent general lack of parking in the residential and commercial areas surrounding SFGH, Mr. Felthom reports that an EIR has begun for the proposed construction of an 80,000 square foot, 1,400-stall public parking facility at 24th and Utah streets on property owned by the Public Utilities Commission's Municipal Railway.

11. Mr. Larry Meredith of the DPH reports that because of concerns about the availability of parking upon completion of the proposed Skilled Nursing Facility which have been raised by SFGH employees and area residents, the DPH is currently meeting with the Department of Parking and Traffic about the construction costs of the proposed 1,400-stall public parking facility, and whether the Department of Parking and Traffic parking fee revenues from this project, and if necessary other supplemental parking fee revenues, would cover the debt service required for the parking facility project.

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Mr. Meredith indicates that the DPH wants the parking facility to be completed in conjunction with the completion of the proposed Skilled Nursing Facility. However, details on the cost of construction and the availability of parking fee revenues to fund the parking facility have not yet been finalized. Therefore, the DPH is requesting that the proposed legislation (Files 30-91-19, 101-91-10 and 102-91-5) be continued for one week until these cost and funding details for the parking facility are finalized.

- Recommendations:**
1. Reserve the \$21,624,800 budgeted for DPW Construction pending the selection of a contractor, identification of the MBE/WBE/LBE status of the contractor, and specific cost details (File 101-91-10).
 2. Continue the proposed items (Files 30-91-19, 101-91-10 and 102-91-5) for one week pending construction cost and funding details for the proposed 1,400-stall public parking facility as requested by the DPH.

Items 19 and 20 - Files 101-91-15 and 102-91-6

Department: Department of Public Health (DPH) Central Office
San Francisco General Hospital (SFGH)
Community Mental Health Services (CMHS)

Amount: \$1,173,450

Source of Funds:	Reserves Established in FY 1991-92 budget	\$1,066,450
	SB 12 Emergency Medical Services Funds	<u>107,000</u>
	Total	\$1,173,450

Items: Supplemental Appropriation Ordinance (File 101-91-15) appropriating \$1,173,450 for permanent salaries-miscellaneous, temporary salaries, nurses, related mandatory fringe benefits and medical service contract, for the creation of twenty (20) positions, Public Health-Central Office, San Francisco General Hospital and Community Mental Health Services; subject of previous budgetary denial, for Fiscal Year 1991-92.

Ordinance (File 102-91-6) amending the 1991-92 Annual Salary Ordinance to reflect the addition of 20 positions in the Department of Public Health as follows: five positions in Community Public Health Services; seven positions in Mental Health, Substance Abuse, and Forensics; and eight positions in San Francisco General Hospital.

Description: The 1991-92 budget, as approved by the Board of Supervisors, established the following reserves to restore funding for DPH health and human services programs:

<u>Reserve</u>	<u>Amount</u>
Dental Clinic Restoration	\$210,000 *
Chinatown Clinic Restoration	200,000
(approximately \$54,669 for the Chinatown Child Development Center and \$145,331 for the Chinatown North Beach and Chinatown Community Care Clinics)	
Youth Guidance Center - Special Youth Program	70,000 **
Mount Zion Crisis Center	200,000
Child Sexual Abuse/Assault	49,000
S.F.G.H. Clinic Restoration	250,000
29th Street Clinic Restoration	<u>100,000</u>
Total	\$1,079,000***

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* Request is for \$204,000 for the Potrero Hill Health Center and the Southeast Health Center.

** Request is for \$63,450.

*** Total request is \$1,066,450.

In addition, \$107,000 is anticipated from SB 12 Emergency Medical Services (EMS) funds for the Poison Control Center. The proposed Supplemental Appropriation Ordinance (File 101-91-15) would provide funding for permanent salaries-miscellaneous, temporary salaries, nurses, related mandatory fringe benefits and for a medical services contract in order to restore the above listed programs.

The proposed ordinance (File 102-91-6) would amend the Annual Salary Ordinance to reflect the addition of these positions. The Civil Service Commission would classify these positions at a future meeting of the Civil Service Commission.

**Positions to
be Added:**

<u>Class</u>	<u>Personnel</u>	<u>FTE</u>	<u>Maximum Annual Salary</u>	<u>Total Maximum Salaries</u>
Central Office				
1444	Secretary I	1.00	\$28,814	\$28,814
2202	Dental Aide	1.00	32,599	32,599
2210	Dentist	2.00	75,742	151,484
2232	Sr. Physician Specialist	1.00	85,660	85,660
CMHS				
2586	Health Worker II	2.00	29,232	58,464
2587	Health Worker III	1.00	31,999	31,999
2920	Medical Social Worker	1.00	48,598	48,598
2930	Psychiatric Social Worker	3.00	48,598	145,794
SFGH				
2454	Clinical Pharmacist	6.00	61,126	366,756
2586	Health Worker II	1.00	29,232	29,232
2846	Nutritionist	<u>1.00</u>	49,825	<u>49,825</u>
	Total	20.00		\$1,029,225

On an annual basis, these 20 positions would cost approximately \$1,265,947 at the top step, including fringes.

Comments:

1. The DPH reports that the proposed \$1,173,450 (File 101-91-15) would be used as follows:

<u>Personnel</u>	<u>FTE</u>	
<u>Youth Guidance Center</u>		
1444 Secretary I	0.50	\$ 12,641
2232 Sr. Physician Specialist	0.50	41,223
<u>Potrero Hill/Southeast Centers</u>		
2202 Dental Aide	1.00	29,882
2210 Dentist	2.00	134,962
<u>Chinatown Child Dev. Center</u>		
2574 Clinical Psychologist	0.50	\$25,465
2586 Health Worker II	1.00	26,727
9993 Salary Savings (Decrease to FY 1990-91 level)		2,477
<u>Child and Adolescent Service Abuse Resource Center (CASARC)</u>		
2920 Med. Social Worker	1.00	33,209
<u>Chinatown, North Beach and Chinatown Community Care Clinics</u>		
2586 Health Worker II	1.00	29,232
2587 Health Worker III	1.00	28,346
2930 Psych. Social Worker	2.00	62,677
<u>29th Street Clinic</u>		
2930 Psych. Social Worker	1.00	31,339
2232 Sr. Physician Specialist	0.50	40,138
<u>San Francisco General Hospital</u>		
2586 Health Worker II	1.00	26,033
2846 Nutritionist	1.00	39,285
1428 Clerk	0.50	14,628
P103 Nurse	2.30	134,395
Fringe Benefits		153,791
<u>Poison Control Center</u>		
2454 Clinical Pharmacist (approximately 3 months only)	6.00	107,000
Total Personnel	22.80	\$973,450

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Contractual Services

Mt. Zion - Community Crisis Services

200,000

Total Supplemental Appropriation

\$1,173,450

2. The above-listed budget reflects funding for 22.80 positions. However, the proposed ordinance (File 102-91-5) would add only 20 positions to the Annual Salary Ordinance. Ms. Susan Ehrlich of the DPH indicates that the proposed supplemental appropriation would include funding for an additional .50 FTE to the 2574 Clinical Psychologist position, a position which is already included the Department's FY 1991-92 budget and therefore it is not listed as part of the proposed Annual Salary Ordinance (File 102-91-6). In addition, the P103 Nurses would be funded through an increase in Temporary Salaries, and therefore are not part of the proposed amendments to the Annual Salary Ordinance.

3. Since all of the above listed items requested in the proposed supplemental appropriation ordinance (File 101-91-15) were previously denied in the Mayor's recommended budget to the Board of Supervisors, the proposed ordinance must be adopted by a two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter.

4. The \$63,450 in proposed funds for the Youth Guidance Center would fund the half-time 2232 Senior Physician Specialist (Psychiatrist) position which was eliminated during the FY 1991-92 budget. The DPH reports that this would result in additional coordination and improved delivery of child and adolescent psychiatric services. The requested .50 FTE Secretary I would provide sufficient clerical support services to the five existing administrators in Special Programs for Youth. The program would be reinstated to its prior FY 1990-91 staffing level with the proposed increase in funding and positions.

5. The \$204,000 in proposed funds for the Potrero Hill Health Center and Southeast Health Center would restore two Dentists and would restore one Dental Aide to enhance the level of dental services provided to indigents. The current FY 1991-92 budget provides for only 20 percent of the FY 1990-91 level of service, and the addition of these staff positions would increase the level of service to 60 percent of the program level of FY 1990-91. The services would be evenly split between the Potrero Hill Health Center and the Southeast Health Center, and would result in approximately 3,072 additional dental encounters and the generation of approximately \$29,000 in dental fees.

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6. The DPH, Division of Mental Health, Substance Abuse and Forensics Services reports that the proposed supplemental appropriation (File 101-91-15) would reinstate funds in order to restore the following programs identified by the Finance Committee:

- The \$54,669 in proposed funds for the Chinatown Child Development Center (CCDC) provides therapy and outreach services to severely emotionally disturbed children. The CCDC services would be reinstated to its FY 1990-91 level.

- The \$49,000 in proposed funds for the Child and Adolescent Sexual Abuse Resource Center (CASARC) provides mental health treatment, follow up and crisis intervention to children who are victims of sexual abuse. The CASARC program would be reinstated to its FY 1990-91 level.

- The \$200,000 in proposed funds for the Mt. Zion - Community Crisis Services provides crisis psychiatric services and follow-up treatment to mental health clients. The current FY 1991-92 budget allows funding for a 5-day, 12-hour per day program. The proposed funds would increase the clinic's operation to 7-days per week, 12 hours per day. Ms. Ehrlich stated that in FY 1990-91, Mt. Zion operated for 24 hours a days. SFGH's FY 1991-92 budget included an increase of \$925,000 to provide crisis psychiatric services for involuntary emergency patients which were previously provided by the Mt. Zion - Community Crisis Services. However, since Mt. Zion - Community Crisis Services would only operate for 12 hours per day, the proposed supplemental appropriation would restore the Mt. Zion Services to below the FY 1990-91 level.

- The \$145,331 in proposed funds for the Chinatown North Beach and Chinatown Community Care Clinics provide outpatient and day treatment services to adult mentally ill clients. The proposed ordinances would reinstate these services to the FY 1990-91 level.

- The \$100,000 in proposed funds for the 29th Street Clinic provides outpatient mental health treatment to adult mentally ill clients. If the proposed ordinances are approved, the 29th Street Clinic Services would be reinstated to the FY 1990-91 level.

7. The DPH reports that the proposed \$250,000 in funds for SFGH would reinstate the following outpatient services:

- Adult Medical Center - \$53,513 in proposed funds would restore Registered Nurse services in order to continue patient education and support programs including: 1) Bereavement Support Group, 2) the Grandparents Who Care Support group, 3) the Breast Health program, and clinic and triage nurse services in the cardiac and dermatology clinics.

- Adult Evening Clinic - \$40,112 in proposed funds would restore clinic services for one evening per week at the Adult Medical Center's General Medical Evening Clinic which provides services such as medical assessment, diagnosis, treatment, prevention, screening and health maintenance. Because the Department cut several Physician positions for FY 1991-92, it is possible that the Adult Evening Clinic services would be offered at a reduced level from FY 1990-91.

- Nutrition Service - \$49,067 in proposed funds would restore nutrition counseling and education services in the Outpatient Department. The program would be reinstated to the FY 1990-91 level.

- Family Health Center - \$74,136 in proposed funds would restore Registered Nurse patient education services, such as diabetic counseling and prenatal education and assistance to physicians in performing medical exams in the Family Health Center. Because the Department cut several Physician positions for FY 1991-92, it is possible that the Adult Evening Clinic services would be offered at a reduced level from FY 1990-91.

- Interpreter Services - \$33,172 in proposed funds would be used to restore interpreter services for Cantonese, Vietnamese and Laotian. These Interpreter Services would be reinstated to the FY 1990-91 level.

8. The proposed funds for the Poison Control Center at SFGH would restore all of the Clinical Pharmacist positions. The Poison Control Center provides 24-hour poison control information and advice to the public, medical facilities, and emergency service providers such as paramedics, Police and toxic clean-up crews.

9. Ms. Ehrlich reports that because the Finance Committee recommended to reinstate the above-listed programs during the budget hearings, the DPH has continued to fund the above-listed 22.80 positions since July 1, 1991 using the Department's Salary Savings. The requested funds would reimburse the Department's Salary Savings account. However, Ms. Ehrlich also reports that a 2920 Medical Social Worker, and a half-time 2930 Psychiatric Social Worker are currently vacant positions. Therefore, the Budget Analyst recommends that the proposed supplemental appropriation be reduced by \$20,040 which would be the savings already achieved for these positions from July 1, 1991 through November 1, 1991 which is the earliest that these positions could be filled.

10. As noted above, the source of funds for \$1,066,450 of the proposed ordinance (File 101-15-91) would be General Fund Reserves which were established to restore funding for these programs. The remaining \$107,000 in funds from the proposed ordinance (101-91-15) for the Poison Control Center would be provided through SB 12 Emergency Medical Services funds. Under SB 12, the State established the Emergency Medical Services Fund to be used by counties for emergency medical services. Ms. Ehrlich reports that the amount of SB 12 funds available to San Francisco through the end of June, 1991 was \$916,966, and another \$420,000 is anticipated to be available for FY 1991-92, for a total of \$1,336,966 in available SB 12 funds through the end of FY 1991-92. Ms. Ehrlich also reports that the Department has already appropriated \$30,000 of the \$1,336,966, which is estimated to be available from SB 12 funds, in the Department's FY 1991-92 budget, and the DPH is requesting to appropriate an additional \$107,000 with the proposed ordinance (File 101-91-15). 17 percent of SB 12 funds are to be spent at the discretion of each counties' Director of Public Health. In addition, the Board of Supervisors passed a resolution (File 12-91-26) which urged the Director of Public Health to utilize SB 12 discretionary funding to support the Poison Control Center.

11. Although the Poison Control Center is based in San Francisco, it provides services to nine other counties, including Alameda, Contra Costa, Del Norte, Humboldt, Marin, Mendocino, Napa, San Mateo and Sonoma. Ms. Ehrlich reports that although DPH has requested funding from each of these counties totalling approximately \$398,000, thus far, the following five counties have agreed to contribute \$181,000 of funding for the Poison Control Center for FY 1991-92:

BOARD OF SUPERVISORS
BUDGET ANALYST

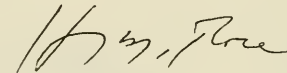
<u>County</u>	<u>Amount</u>
Alameda	\$87,000
Contra Costa	30,000
Humbolt	5,000
Marin	5,000
San Mateo	<u>54,000</u>
Total	\$181,000

In addition, Ms. Ehrlich indicates that SB 12 discretionary funds will be used for other emergency medical programs. Ms. Ehrlich estimates that if the proposed ordinances are approved and the County receives the above noted \$181,000 of funding, the proposed six Clinical Pharmacist positions for the Poison Control Center would be underfunded by approximately \$155,000 for FY 1991-92. Ms. Ehrlich reports that although the DPH anticipates getting the additional funding from other counties, the DPH may have to request a supplemental appropriation during FY 1991-92 to continue funding these positions.

12. Given the annual cost of \$1,265,947 for the addition of 20 new listed positions at the top step including fringes, the uncertainty of the fiscal needs and revenues for the Poison Control Center, and the general uncertainty of the fiscal condition of the City in FY 1992-93, the Budget Analyst recommends that the proposed salary ordinance (File 102-91-6) be amended to designate the 20 positions as L - Limited Tenure positions in order for the City to evaluate whether funding for these positions can continue in upcoming fiscal years.

Recommendation: 1. Amend the proposed ordinance (File 101-91-15) to reduce the amount by \$20,040 from \$1,173,450 to \$1,153,410 to reflect the cost savings associated with the vacant 2920 Medical Social Worker and the 2930 Psychiatric Social Worker. Approve the proposed ordinance (File 101-91-15) as amended.

2. Amend the proposed ordinance to designate the 20 positions as L-Limited Tenure positions. Approve the proposed ordinance (File 102-91-6) as amended.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

Memo to Finance Committee
October 9, 1991

REVISED

DOCUMENTS DEPT.

Items 19 and 20 - Files 101-91-15 and 102-91-6

OCT 11 1991

Department: Department of Public Health (DPH) Central Office
San Francisco General Hospital (SFGH)
Community Mental Health Services (CMHS)

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Amount: \$1,173,450

Source of Funds: Reserves Established in FY 1991-92 budget \$1,066,450
SB 12 Emergency Medical Services Funds 107,000
Total \$1,173,450

Items: Supplemental Appropriation Ordinance (File 101-91-15) appropriating \$1,173,450 for permanent salaries-miscellaneous, temporary salaries, nurses, related mandatory fringe benefits and medical service contract, for the creation of twenty (20) positions, Public Health-Central Office, San Francisco General Hospital and Community Mental Health Services; subject of previous budgetary denial, for Fiscal Year 1991-92.

DOCUMENTS DEPT.

OCT 11 1991

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Ordinance (File 102-91-6) amending the 1991-92 Annual Salary Ordinance to reflect the addition of 20 positions in the Department of Public Health as follows: five positions in Community Public Health Services; seven positions in Mental Health, Substance Abuse, and Forensics; and eight positions in San Francisco General Hospital.

Description: The 1991-92 budget, as approved by the Board of Supervisors, established the following reserves to restore funding for DPH health and human services programs:

<u>Reserve</u>	<u>Amount</u>
Dental Clinic Restoration	\$210,000 *
Chinatown Clinic Restoration	200,000
Youth Guidance Center - Special Youth Program	70,000 **
Mount Zion Crisis Center	200,000
Child Sexual Abuse/Assault	49,000
S.F.G.H. Clinic Restoration	250,000
29th Street Clinic Restoration	100,000
Total	\$1,079,000***

* Request is for \$204,000 for the Potrero Hill Health Center and the Southeast Health Center.

SF - BOARD OF SUPERVISORS

BUDGET ANALYST - Recommended

** Request is for \$63,450.

*** Total request is \$1,066,450.

In addition, \$107,000 is anticipated from SB 12 Emergency Medical Services (EMS) funds for the Poison Control Center. The proposed Supplemental Appropriation Ordinance (File 101-91-15) would provide funding for permanent salaries-miscellaneous, temporary salaries, nurses, related mandatory fringe benefits and for a medical services contract in order to restore the above listed programs.

The proposed ordinance (File 102-91-6) would amend the Annual Salary Ordinance to reflect the addition of these positions. The Civil Service Commission would classify these positions at a future meeting of the Civil Service Commission.

**Positions to
be Added:**

<u>Class</u>	<u>Personnel</u>	<u>FTE</u>	<u>Maximum Annual Salary</u>	<u>Total Maximum Salaries</u>
Central Office				
1444	Secretary I	1.00	\$28,814	\$28,814
2202	Dental Aide	1.00	32,599	32,599
2210	Dentist	2.00	75,742	151,484
2232	Sr. Physician Specialist	1.00	85,660	85,660
CMHS				
2586	Health Worker II	2.00	29,232	58,464
2587	Health Worker III	1.00	31,999	31,999
2920	Medical Social Worker	1.00	48,598	48,598
2930	Psychiatric Social Worker	3.00	48,598	145,794
SFGH				
2454	Clinical Pharmacist	6.00	61,126	366,756
2586	Health Worker II	1.00	29,232	29,232
2846	Nutritionist	<u>1.00</u>	<u>49,825</u>	<u>49,825</u>
	Total	20.00		\$1,029,225

On an annual basis, these 20 positions would cost approximately \$1,265,947 at the top step, including fringes.

Comments: 1. The DPH reports that the proposed \$1,173,450 (File 101-91-15) would be used as follows:

<u>Personnel</u>	<u>FTE</u>	
<u>Youth Guidance Center</u>		
1444 Secretary I	0.50	\$ 12,641
2232 Sr. Physician Specialist	0.50	41,223
<u>Potrero Hill/Southeast Centers</u>		
2202 Dental Aide	1.00	29,882
2210 Dentist	2.00	134,962
<u>Chinatown Child Dev. Center</u>		
2574 Clinical Psychologist	0.50	\$25,465
2586 Health Worker II	1.00	26,727
9993 Salary Savings (Decrease to FY 1990-91 level)		2,477
<u>Child and Adolescent Service Abuse Resource Center (CASARC)</u>		
2920 Med. Social Worker	1.00	33,209
<u>Chinatown, North Beach Clinic</u>		
2586 Health Worker II	1.00	29,232
2587 Health Worker III	1.00	28,346
2930 Psych. Social Worker	1.00	31,339
<u>29th Street Clinic</u>		
2930 Psych. Social Worker	2.00	62,677
2232 Sr. Physician Specialist	0.50	40,138
<u>San Francisco General Hospital</u>		
2586 Health Worker II	1.00	26,033
2846 Nutritionist	1.00	39,285
1428 Clerk	0.50	14,628
P103 Nurse	2.30	134,395
Fringe Benefits		153,791
<u>Poison Control Center</u>		
2454 Clinical Pharmacist (approximately 3 months only)	6.00	107,000
Total Personnel	22.80	\$973,450

<u>Contractual Services</u>	
Mt. Zion - Community Crisis Services	<u>200,000</u>
Total Supplemental Appropriation	\$1,173,450

2. The following are the total program costs, including fringe benefits, which the DPH is requesting authorization to fund through General Fund reserves:

Dental Clinic Restoration	\$202,785
Chinatown Clinic Restoration	191,753
Youth Guidance Center - Special Youth Program	63,263
Mt. Zion Crisis Center	200,000
Child Sexual Abuse/Assault	41,564
SFGH Clinic Restoration	250,000
29th Street Clinic Restoration	<u>117,085</u>
Total:	\$1,066,450

As noted above, funding for the 29th Street Clinic Restoration is \$17,085 greater than the \$100,000 reserve which was established to restore funding for the program, although the total requested reserves of \$1,066,450 is the same. The total revenue is the same because the other individual programs would receive less funding than the amounts which were established by the reserves. Since the individual program amounts differ from the reserves which were established to restore funding for the above-listed programs, approval of the both of the proposed ordinances (Files 101-91-15 and 102-91-6) are policy matters for the Board of Supervisors .

3. The above-listed budget reflects funding for 22.80 positions. However, the proposed ordinance (File 102-91-5) would add only 20 positions to the Annual Salary Ordinance. Ms. Susan Ehrlich of the DPH indicates that the proposed supplemental appropriation would include funding for an additional .50 FTE to the 2574 Clinical Psychologist position, a position which is already included the Department's FY 1991-92 budget and therefore it is not listed as part of the proposed Annual Salary Ordinance (File 102-91-6). In addition, the P103 Nurses would be funded through an increase in Temporary Salaries, and therefore are not part of the proposed amendments to the Annual Salary Ordinance.

4. Since all of the above listed items requested in the proposed supplemental appropriation ordinance (File 101-91-15) were previously denied in the Mayor's recommended budget to the Board of Supervisors, the proposed ordinance must be

BOARD OF SUPERVISORS
BUDGET ANALYST

adopted by a two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter.

5. The \$63,263 in proposed funds for the Youth Guidance Center would fund the half-time 2232 Senior Physician Specialist (Psychiatrist) position which was eliminated during the FY 1991-92 budget. The DPH reports that this would result in additional coordination and improved delivery of child and adolescent psychiatric services. The requested .50 FTE Secretary I would provide sufficient clerical support services to the five existing administrators in Special Programs for Youth. The program would be reinstated to its prior FY 1990-91 staffing level with the proposed increase in funding and positions.

6. The \$202,785 in proposed funds for the Dental Clinic Restoration at the Potrero Hill Health Center and Southeast Health Center would restore two Dentists and would restore one Dental Aide to enhance the level of dental services provided to indigents. The current FY 1991-92 budget provides for only 20 percent of the FY 1990-91 level of service, and the addition of these staff positions would increase the level of service to 60 percent of the program level of FY 1990-91. The services would be evenly split between the Potrero Hill Health Center and the Southeast Health Center, and would result in approximately 3,072 additional dental encounters and the generation of approximately \$29,000 in dental fees.

7. The DPH, Division of Mental Health, Substance Abuse and Forensics Services reports that the proposed supplemental appropriation (File 101-91-15) would reinstate funds in order to restore the following programs identified by the Finance Committee:

- A total of \$191,753 would be used for Chinatown Clinic Restoration. \$54,669 in proposed funds for the Chinatown Child Development Center (CCDC) provides therapy and outreach services to severely emotionally disturbed children. The CCDC services would be reinstated to its FY 1990-91 level. \$137,084 in proposed funds for the Chinatown North Beach Clinic provides outpatient and day treatment services to adult mentally ill clients. The proposed ordinances would reinstate these services to the FY 1990-91 level.

- The \$41,564 in proposed funds for the Child and Adolescent Sexual Abuse Resource Center (CASARC) provides mental health treatment, follow up and crisis intervention to

children who are victims of sexual abuse. The CASARC program would be reinstated to its FY 1990-91 level.

- The \$200,000 in proposed funds for the Mt. Zion - Community Crisis Services provides crisis psychiatric services and follow-up treatment to mental health clients. The current FY 1991-92 budget allows funding for a 5-day, 12-hour per day program. The proposed funds would increase the clinic's operation to 7-days per week, 12 hours per day. Ms. Ehrlich stated that in FY 1990-91, Mt. Zion operated for 24 hours a days. SFGH's FY 1991-92 budget included an increase of \$925,000 to provide crisis psychiatric services for involuntary emergency patients which were previously provided by the Mt. Zion - Community Crisis Services. However, since Mt. Zion - Community Crisis Services would only operate for 12 hours per day, the proposed supplemental appropriation would restore the Mt. Zion Services to below the FY 1990-91 level.

- The \$117,085 in proposed funds for the 29th Street Clinic provides outpatient mental health treatment to adult mentally ill clients. If the proposed ordinances are approved, the 29th Street Clinic Services would be reinstated to the FY 1990-91 level.

8. The DPH reports that the proposed \$250,000 in funds for SFGH would reinstate the following outpatient services:

- Adult Medical Center - \$53,513 in proposed funds would restore Registered Nurse services in order to continue patient education and support programs including: 1) Bereavement Support Group, 2) the Grandparents Who Care Support group, 3) the Breast Health program, and clinic and triage nurse services in the cardiac and dermatology clinics.

- Adult Evening Clinic - \$40,112 in proposed funds would restore clinic services for one evening per week at the Adult Medical Center's General Medical Evening Clinic which provides services such as medical assessment, diagnosis, treatment, prevention, screening and health maintenance. Because the Department cut several Physician positions for FY 1991-92, it is possible that the Adult Evening Clinic services would be offered at a reduced level from FY 1990-91.

- Nutrition Service - \$49,067 in proposed funds would restore nutrition counseling and education services in the Outpatient Department. The program would be reinstated to the FY 1990-91 level.

BOARD OF SUPERVISORS
BUDGET ANALYST

- Family Health Center - \$74,136 in proposed funds would restore Registered Nurse patient education services, such as diabetic counseling and prenatal education and assistance to physicians in performing medical exams in the Family Health Center. Because the Department cut several Physician positions for FY 1991-92, it is possible that the Adult Evening Clinic services would be offered at a reduced level from FY 1990-91.

- Interpreter Services - \$33,172 in proposed funds would be used to restore interpreter services for Cantonese, Vietnamese and Laotian. These Interpreter Services would be reinstated to the FY 1990-91 level.

9. The proposed funds for the Poison Control Center at SFGH would restore all of the Clinical Pharmacist positions. The Poison Control Center provides 24-hour poison control information and advice to the public, medical facilities, and emergency service providers such as paramedics, Police and toxic clean-up crews.

10. Ms. Ehrlich reports that because the Finance Committee recommended to reinstate the above-listed programs during the budget hearings, the DPH has continued to fund the above-listed 22.80 positions since July 1, 1991 using the Department's Salary Savings. The requested funds would reimburse the Department's Salary Savings account. However, Ms. Ehrlich also reports that a 2920 Medical Social Worker, and a half-time 2930 Psychiatric Social Worker are currently vacant positions. Therefore, the Budget Analyst recommends that the proposed supplemental appropriation be reduced by \$20,040 which would be the savings already achieved for these positions from July 1, 1991 through November 1, 1991 which is the earliest that these positions could be filled.

11. As noted above, the source of funds for \$1,066,450 of the proposed ordinance (File 101-15-91) would be General Fund Reserves which were established to restore funding for these programs. The remaining \$107,000 in funds from the proposed ordinance (101-91-15) for the Poison Control Center would be provided through SB 12 Emergency Medical Services funds. Under SB 12, the State established the Emergency Medical Services Fund to be used by counties for emergency medical services. Ms. Ehrlich reports that the amount of SB 12 funds available to San Francisco through the end of June, 1991 was \$916,966, and another \$420,000 is anticipated to be available for FY 1991-92, for a total of \$1,336,966 in available SB 12 funds through the end of FY

BOARD OF SUPERVISORS
BUDGET ANALYST

1991-92. Ms. Ehrlich also reports that the Department has already appropriated \$30,000 of the \$1,336,966, which is estimated to be available from SB 12 funds, in the Department's FY 1991-92 budget, and the DPH is requesting to appropriate an additional \$107,000 with the proposed ordinance (File 101-91-15). 17 percent of SB 12 funds are to be spent at the discretion of each counties' Director of Public Health for emergency medical services. In addition, the Board of Supervisors passed a resolution (File 12-91-26) which urged the Director of Public Health to utilize SB 12 discretionary funding to support the Poison Control Center.

12. Although the Poison Control Center is based in San Francisco, it provides services to nine other counties, including Alameda, Contra Costa, Del Norte, Humbolt, Marin, Mendocino, Napa, San Mateo and Sonoma. Ms. Ehrlich reports that although DPH has requested funding from each of these counties totalling approximately \$398,000, thus far, the following five counties have agreed to contribute \$181,000 of funding for the Poison Control Center for FY 1991-92:

<u>County</u>	<u>Amount</u>
Alameda	\$87,000
Contra Costa	30,000
Humbolt	5,000
Marin	5,000
San Mateo	<u>54,000</u>
Total	\$181,000

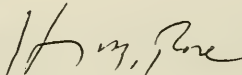
In addition, Ms. Ehrlich indicates that SB 12 discretionary funds will be used for other emergency medical programs. Ms. Ehrlich estimates that if the proposed ordinances are approved and the County receives the above noted \$181,000 of funding, the proposed six Clinical Pharmacist positions for the Poison Control Center would be underfunded by approximately \$200,000 for FY 1991-92. Ms. Ehrlich reports that although the DPH anticipates getting the additional funding from other counties and aggressively pursuing alternative revenue options, the DPH may have to request a supplemental appropriation during FY 1991-92 to continue funding these positions.

13. Given the annual cost of \$1,265,947 for the addition of 20 new listed positions at the top step including fringes, the uncertainty of the fiscal needs and revenues for the Poison Control Center, and the general uncertainty of the fiscal

BOARD OF SUPERVISORS
BUDGET ANALYST

condition of the City in FY 1992-93, the Budget Analyst recommends that the proposed salary ordinance (File 102-91-6) be amended to designate the 20 positions as L - Limited Tenure positions in order for the City to evaluate whether funding for these positions can continue in upcoming fiscal years.

- Recommendation:**
1. Amend the proposed ordinance (File 101-91-15) to reduce the amount by \$20,040 from \$1,173,450 to \$1,153,410 to reflect the cost savings associated with the vacant 2920 Medical Social Worker and the 2930 Psychiatric Social Worker.
 2. Amend the proposed ordinance to designate the 20 positions as L-Limited Tenure positions.
 3. Since the individual program amounts differ from the reserves which were established to restore funding for the above-listed programs, approval of the both of the proposed ordinances (Files 101-91-15 and 102-91-6) are policy matters for the Board of Supervisors .


Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
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Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

SF
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#1
10/16/91

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, OCTOBER 16, 1991 - 2:00 P.M. ROOM 228, CITY HALL DOCUMENTS DEPT.

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

OCT 16 1991

CLERK: JONI BLANCHARD

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NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a. File 28-91-10. [Airport Administration] Resolution approving a declaration of emergency, electrical power cable failure, Cable 12BATS-1 San Francisco International Airports. (Airports Commission)
 - b. File 38-91-16. [Acceptance of Gift] Resolution authorizing acceptance by Fire Department of a 1990 12-passenger van valued at \$12,000 from San Francisco Fire Fighters Local 798. (Fire Commission)

(Consideration continued from 10/9/91)

- c. File 38-91-18. [Acceptance of Gift] Resolution accepting a gift (retired Boeing 727-100 Aircraft valued at \$250,000) from United Airlines and the San Francisco Community College District for joint use by College and San Francisco International Airport. (Airports Commission)
 - d. File 53-91-4. [Sewer Construction Financing] Resolution finding and determining that the southeast area combined sewer overflow control facilities will protect and preserve the environment and that the use of loan funds is the most cost-effective method of financing the project; authorizing the Director of Public Works to apply for and enter into loan agreements not to exceed approximately \$4.1 million. (Department of Public Works)
 - e. File 143-91-2. [Grant - State Funds] Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for accept and expend funds in the amount of \$103,603 made available through the Office of Criminal Justice Planning for a project entitled "Gang Violence Suppression Program"; and agreeing to provide cash match in the amount of \$34,534. (Mayor)

- f. File 143-91-3. [Grant – State Funds] Resolution authorizing the Chief of Police to accept a grant from the Office of Criminal Justice Planning in the amount of \$140,000 for Gang Task Force (\$105,000 from the Office of Criminal Justice Planning and the cash match of \$35,000 is provided by the Fiscal Year 1991-92 Budget). (Police Commission)
- g. File 144-91-2. [Grant – State Funds] Resolution authorizing the Executive Director of the Port to apply for, accept and expend grant funds in the amount of \$5,809,050 from the California Transportation Commission and \$425,000 from the Metropolitan Transportation Commission for support of Phase II of the Northern Ferry Terminal on Pier 1/2. (Port Commission)
- h. File 199-91-2. [Jurisdictional Transfer] Resolution transferring jurisdiction from the Water Department to the Recreation Department of a portion of Lot 6 in Assessor's Block 7281, a portion of the Old Great Highway, for inclusion in the Zoo Master Plan Expansion Program; and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)
- i. File 100-91-1.3. [Release of Funds] Requesting release of reserved funds, Port in the amount \$20,000, for the Maritime Counsel legal services, contract awarded to Garvey, Schubert & Barer/Sayed & Trigero. (Port)

ACTION:

REGULAR CALENDAR

- 2. File 188-91-2. [Reclaimed Water Use] Ordinance amending Part II, Chapter X of the San Francisco Municipal Code (Public Works Code) by adding Article 22 thereto regarding the use of reclaimed water by water users. (Supervisor Achtenberg)

(Consideration continued from 10/9/91)

(Recommended from Joint Meeting, City Services/Economic & Social Policy Committee 9/26/91 – Fiscal Impact)

ACTION:

- 3. File 188-91-5. [Reclaimed Water Use] Ordinance amending Part II, Chapter X of the San Francisco Municipal Code (Public Works Code) by adding Article 22 thereto regarding the use of reclaimed water by water users. (Supervisor Migden)

(Consideration continued from 10/9/91)

(Recommended from Joint Meeting, City Services/Economic & Social Policy Committee 9/26/91 – Fiscal Impact)

ACTION:

4. File 20-91-13. [Seniors – Prima Facie Speed Limits] Resolution determining that the City and County of San Francisco should implement a traffic regulation program pursuant to the Vehicle Code, and urging the Mayor to urge the Parking and Traffic Commission to urge the Director of the Parking and Traffic Department to post signs that warn drivers of "senior" crossing zones in areas used by seniors to visit senior facilities. (Supervisor Gonzalez)

(Recommended from Economic and Social Policy Committee 10/8/91 – Fiscal Impact)

ACTION:

5. File 268-90-1. [Claim Refund] Requesting property tax refund for taxes paid on the property at 2749 Hyde Street for the Fiscal Year 1990, pursuant to the provisions of Section 202.2 of the Revenue and Taxation Code of the State of California. (Dennis Jones on behalf of California School of Professional Psychology – Assessor)

ACTION:

6. File 268-90-2. [Claim Refund] Requesting property tax refund for taxes paid on the property at 1663 Mission Street for Fiscal Years 1986-89, pursuant to the provisions of Section 202.2 of the Revenue and Taxation Code of the State of California. (Jocelyn Wong on behalf of U.C. Berkeley – Assessor)

ACTION:

7. File 97-91-51. [Special Law Enforcement Services] Ordinance amending Administrative Code by amending Section 10B.2 thereto, pertaining to payment for special law enforcement services. (Police Department)

(Consideration continued from 10/9/91)

ACTION:

8. File 101-90-46.1. [Release of Funds] Requesting release of reserved funds, Port, in the amount of \$340,300, previously reserved under Ordinance 87-91, for earthquake repair work at Pier 45. (Supervisor Gonzalez on behalf of Port)

ACTION:

9. File 101-91-16. [Government Funding] Ordinance appropriating \$25,000, Retirement System, for overtime, rescinding \$25,000 from permanent salaries and mandatory fringe benefit. RO #91074. (Controller)

ACTION:

10. File 101-91-18. [Government Funding] Ordinance appropriating \$1,573,103, Retirement System, for temporary salaries and overtime, mandatory fringe benefits, other contractual services, postage, materials and supplies and non-work order services of other departments–City Attorney, placing \$1,284,010 on reserve. RO #91077. (Controller)

ACTION:

11. File 62-91-5. [Stow Lake Lease] Ordinance approving a twenty-year lease with Stow Lake Corporation for establishing and operating a boat rental, bicycle rental and snack bar concession at Stow Lake, Golden Gate Park, San Francisco, California. (Recreation & Park Department)

(Consideration continued from 10/9/91)

ACTION:

12. File 82-91-4. [Sale of Easements] Ordinance authorizing sale of two non-exclusive access easements of property owned by the City and County of San Francisco (Public Utilities Commission's Hetch Hetchy property in San Joaquin County) to Connolly Ranch, Inc. for the purpose to permit limited pedestrian and vehicular egress to and from property - \$5,000. (Real Estate Department)

ACTION:

DEPARTMENT OF PUBLIC HEALTH

13. File 30-91-19. [Mental Health Facility] Resolution adopting Final Environmental Impact Report finding that construction of Mental Health Skilled Nursing Facility at San Francisco General Hospital will have no significant impact on the environment and making Proposition M findings; also see Files 101-91-10 and 102-91-5. (City Planning)

(Consideration continued from 10/9/91)

ACTION:

14. File 101-91-10. [Government Funding] Ordinance appropriating \$23,000,000 Department of Public Health-Community Mental Health Services, for various capital improvement projects, for the creation and deletion of one position; placing \$21,624,800 on reserve. (Controller)

(Consideration continued from 10/9/91)

ACTION:

15. File 102-91-5. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Department of Public Health, San Francisco General Hospital, reflecting the addition and deletion of one position Classification A942 Senior Associated Administrator, for the 1987 Mental Health Skilled Nursing Facility Bond Program; companion measure to File 101-91-10. (Civil Service Commission)

(Consideration continued from 10/9/91)

ACTION:

16. File 101-91-15.1. [Government Funding] Ordinance appropriating \$117,085 for permanent salaries - miscellaneous and related mandatory fringe benefits, for the creation of two (2) positions, Public Health - Community Mental Health Services; subject of previous budgetary denial, for Fiscal Year 1991-92; companion measure to 102-91-6.1. (Controller)

ACTION:

17. File 102-91-6.1. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Department of Public Health, reflecting the addition of two positions (Mental Health); companion measure to File 101-91-15.1. (Civil Service Commission)

ACTION:

Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

0.25
10/91
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 11, 1991

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: October 16, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

OCT 18 1991

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Item 1a - File 28-91-10

Department: Airports Commission

Item: Resolution approving a declaration of emergency repair, involving an electrical power cable failure, Cable 12 BATS-1, which provides electrical power to the San Francisco International Airport.

Amount: \$1,300,000

Source of Funds: Series E Bond Funds

Description: The Airport reports that it receives electrical power from Pacific Gas and Electric Company (P.G. & E.) at two separate stations, one located in San Bruno (Station BA) and the other located in Millbrae (Station M). According to the Airport, the main electrical power cables from Station BA failed on August 2, 1991. As such, the electrical loads from this Station were switched to Station M. The Airport advises that if a problem occurs in connection with the cables at Station M, large sections of the Airport terminals would be without power. The Airports Commission formally declared that an emergency condition existed, due to the failure of the power cables at Station BA, on August 2, 1991.

Mr. Ernie Eavis of the Airport reports that in accordance with Section 6.30 of the Administrative Code, the Department used expedited bid procedures to retain a contractor to perform the necessary electrical power cable repair work. The Department selected Barry Electric Company, a certified MBE firm. Mr. Eavis advises that the repair work is in process and the Airport anticipates the work will be completed by October 31, 1991. The estimated cost of the repair work is approximately \$1.3 million.

Recommendation: Approve the proposed resolution.

Item 1b - File 38-91-16

Note: This item was continued from the October 9, 1991 Finance Committee meeting.

Department: Fire Department

Item: Resolution authorizing the acceptance of a gift of a 1990 12-passenger van from the San Francisco Fire Fighters Local 798.

Value: Valued at \$12,000

Donor: San Francisco Fire Fighters Local 798

Description: The San Francisco Fire Fighters Local 798 was given a 1990 12-passenger van by the San Francisco Branch of the Variety Club of Northern California to be used for activities associated with the annual San Francisco Fire Fighters Toy Program. However, the Fire Fighters Local 798 needs the van only for five to six months each year for Toy Program activities. Therefore, the Fire Fighters Local 798 proposes to donate the van to the San Francisco Fire Department, on the condition that the Fire Fighters Local 798 retain the use of the van for its Toy Program.

As a condition of the donation of this van, the City would indemnify and hold harmless all individuals using this van for the purpose of the San Francisco Fire Fighters' Toy Program.

- Comments:**
1. The total value of the 12-passenger van is \$12,000.
 2. According to Mr. Ray Connors of the Fire Commission, the Fire Department would use the van in its training department to transport trainees to fires and to distant training sites. However, the Fire Department's training program currently runs smoothly without the use of an additional van for part of the year. Should a vehicle currently in use need to be replaced, that vehicle would still need to be replaced, despite the donated van, because the Fire Department would only have the use of this van for part of the year.
 3. During the five to six months per year when the Fire Fighters Local was using the van for its Toy Program, the City could not control who uses the van, when, and for what purpose. According to Mr. Burk Delventhal of the City Attorney's Office, by indemnifying and holding harmless anyone using the van for the purpose of the San Francisco

BOARD OF SUPERVISORS
BUDGET ANALYST

Fire Fighters' Toy Program, the City would be, in effect, acting as insurer for the Fire Fighters Toy Program. Therefore, if an individual using the van for the Fire Fighters Toy Program should be sued or in an accident, the cost of accepting the van could be very high.

4. Mr. Tim O'Brien of the Fire Fighters Local reports that if the City deleted the indemnity and hold harmless clause, the Fire Fighters Local would withdraw its offer of the van. According to Mr. O'Brien, the Toy Program does not have funds to pay for insurance for the vehicle, and the Fire Fighters Local offer of the van to the City is, in part, to cover the cost of insurance. Mr. O'Brien reports that if the City does not accept the van, the Toy Program would raise funds to cover insurance costs. Although the Toy Program does have funds to support maintenance and repair at current levels, the City would also assume maintenance and repair costs if it accepts the proposed donation.

5. Mr. Delventhal reports that because, under the proposed agreement, since the City would hold the title to the van, the City and not the Fire Fighters Local would be responsible for all maintenance and repair costs to the van, even if these costs were incurred when the Fire Fighters Local was using the van for its Toy Program. Ms. Charlene Vejdovsky of the Purchasing Department's Central Shops Division estimates, based on a sample of five 12-passenger Ford vans, that the annual cost of maintenance and repair for the 1990 12-passenger van would be approximately \$1,000 for the first three to four years. Ms. Vejdovsky notes that any given vehicle may have very high or very low maintenance costs. Maintenance and repair costs would increase as the van gets older.

6. Mr. O'Brien notes that by accepting the van, the City would be supporting the activities of a charitable organization. However, the Budget Analyst notes that the City does not provide financial support to other charitable organizations by insuring their vehicles, even organizations directly associated with City departments, such as the Friends of the Library or Friends of Recreation and Park.

7. Mr. O'Brien reports that, at any point, if the Board of Supervisors accepts the proposed gift, the City would have the prerogative of disposing of the van or giving it back to the Fire Fighters Local 798.

8. Based on the request of the Finance Committee on October 9, 1991 for the Budget Analyst to work with the Fire Fighters Local to attempt to resolve this liability issue, the Budget Analyst contacted Mr. Keith Grand of the Risk Management Department. Mr. Grand reports that, per a discussion with the Fire Fighter's Toy Program insurance agent, the Toy Program's insurer could not insure the vehicle for the portion of the year when the vehicle was used by Toy Program volunteers because the insurer cannot insure a City-owned vehicle. Mr. Grand further reports that the Toy Program could not keep the title to the van and loan it to the City for part of the year in exchange for a City grant equal to the cost of the insurance, since the Toy Program's insurer would not insure a vehicle used by the City for such a significant portion of time. Therefore, Mr. Grand concurs that, under the circumstances, the risk of accepting the vehicle would exceed the benefits derived from its use.

Recommendation: Based on the lack of need for this vehicle by the Fire Department, the assessment of liability by the City Attorney and the Risk Manager, and the costs which could and would be incurred to the City by the acceptance of this vehicle, disapprove the proposed resolution.

Item 1c - File 38-91-18

Department: Airports Commission

Item: Resolution authorizing the acceptance of a gift (retired Boeing 727-100 aircraft) from United Airlines and the San Francisco Community College District (SFCCD) for joint use by the College and the San Francisco International Airport.

Amount: Valued at \$250,000

Description: The Airport reports that United Airlines has offered to donate a retired Boeing 727-100 aircraft to the San Francisco Community College District. The District would in turn donate the aircraft to the City. The aircraft is being made available for the joint use of San Francisco International Airport's Fire Department and Operations Division for crash/fire/rescue and operational training and the SFCCD's Department of Aeronautics for aircraft maintenance training. The aircraft is valued at approximately \$250,000.

Comments: 1. Mr. Don Garibaldi of the City Attorney's Office reports that the aircraft cannot be flown and would remain in a stationary position when being used for training purposes by the Airport's Fire Department and the SFCCD's Department of Aeronautics. The SFCCD is donating the aircraft to the City in order that the aircraft can be housed on Airport property. According to Mr. Garibaldi, the aircraft would be located on Airport property in a fenced-in paved area adjacent to San Francisco City College.

2. The Airport's Fire Department would use the aircraft primarily to perform rescue drills. The proposed aircraft would increase the number of aircraft used for these practice drills to three. The SFCCD would use the aircraft for aviation mechanics training.

3. Mr. Garibaldi advises that the Airport has requested that this item be continued to the Finance Committee meeting of October 30, 1991, in order to allow additional time for an agreement between the Airport and SFCCD, regarding the use of the aircraft, to be finalized. This agreement will provide guidelines for the joint use of the aircraft and include language which would stipulate that SFCCD, and not the City, would assume liability and pay all insurance costs regarding the use of the aircraft.

Recommendation: Continue the proposed resolution until October 30, 1991 as requested by the Airport.

Item 1d - File 53-91-4

Departments: Chief Administrative Officer (CAO)
Department of Public Works (DPW),
Clean Water Program (CWP)

Item: The proposed resolution would find and determine that the Southeast Area Combined Sewer Overflow Control Facilities will protect and preserve the environment and that the use of State loan funds is the most cost-effective method of financing the project. The proposed resolution would also authorize the Director of Public Works to apply for and enter into loan agreements not to exceed approximately \$4.1 million.

Amount: Up to \$4.1 million in State Loan Funds

Source of Funds: State Water Resources Control Board

Project: Construction of the Sunnydale Facilities project. This project is part of the Southeast Area Combined Sewer Overflow Control Facilities, which also includes the Griffith Pump Station and force main (a pressurized pipeline) and the Yosemite/Fitch Outfall Consolidation Project. These three combined sewage overflow control projects are required by State water quality control laws for the purposes of enhancing and protecting the water quality of the San Francisco Bay along the southeast shoreline of the City and County of San Francisco.

Description: The City, in accordance with City Charter Section 7.300(b) approved by the voters in November, 1988, may seek State loan funds for such purposes as protecting and preserving the environment if such borrowing would be the most cost-effective financing method based on a recommendation by the Chief Administrative Officer.

The CAO has advised that a State loan of \$4.1 million is available from the State Water Resources Control Board at an estimated interest rate of 3.5 percent and is the most cost-effective method of securing financing for the proposed Sunnydale Facilities project. Based on a 20-year amortization schedule prepared by the CAO, comparing a State loan having a 3.5 percent interest rate with a revenue bond at 7.5 percent, the City would save over \$2.4 million by obtaining a State loan over a 20-year period, as follows:

Total Cost Over 20 Years Revenue Bonds 7.5 Percent <u>Interest Rate</u>	Total Cost Over 20 Years State Loan 3.5 Percent <u>Interest Rate</u>	Difference/ <u>Savings</u>
\$8,052,814	\$5,628,886	\$2,423,928

The City would repay the State loan at the rate of \$281,444 annually upon completion of construction. The source of this loan repayment would be the City's Sewer Service Charge. Mr. Mauricio Trigueros of the Clean Water Program reports that the impact of the State loan on the Sewer Service Charge was not factored into the projected Sewer Service Charges previously reported to the Board of Supervisors, because at the time the report was prepared the Department was not aware of the availability of the loan. According to Mr. Trigueros, payment of debt on a State loan does not start until one year after the first reimbursement is received. Mr. Trigueros anticipates that the State loan would have a negligible effect on the Sewer Service Charge, since the interest rate on the State loan is 3.5 percent as opposed to the 7.5 percent on the revenue bonds currently allocated to the Sunnydale Facilities Project. Any Sewer Service Charge rate increases require approval by the Board of Supervisors.

The Clean Water Program (CWP) reports that the Sunnydale Facilities project is currently allocated \$12,014,827 in City-funds (revenue bonds) and \$10,598,769 in State grant funds for a total allocation of \$22,613,596. If the proposed State loan becomes available, \$4.1 million of the \$12,014,827 in revenue bonds, which have been allocated to this project, would be used for other required CWP projects. The CWP's estimated cost for the construction of the Sunnydale Facilities project is \$22,613,596, as follows:

Construction	\$19,349,500
Construction Contingency (100%)	1,934,950
Non-Construction	<u>1,329,146</u>
	\$22,613,596

Non-construction costs include costs for on-site inspections, change orders, facilities start-up, permits, surveys, and costs of other City Departments.

Comments:

1. Although the proposed resolution would authorize acceptance and use of State loan funds, separate approval by the Board of Supervisors will be required to expend these funds.

2. The CWP reports that construction on the Sunnydale Facilities project is expected to be completed prior to the end of this fiscal year.

Recommendation: Approve the proposed resolution.

Item 1e - File 143-91-2

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for, accept and expend a continuation State grant and agreeing to provide a cash match.

Grant Amount: \$103,603, plus a required local cash match of \$34,534 for a total proposed grant award of \$138,137.

Grant Period: July 1, 1991 through June 30, 1992

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Gang Violence Suppression Program

Description: This would be the sixth year of funding for the proposed Gang Violence Suppression Program. The proposed grant funds would be used to provide funding for overtime hours incurred by the Police Department's Gang Violence Suppression Unit. Police Department staff would perform identification, arrest and prosecution of gang leaders and gang members for homicide, assault, robbery, drive-by shootings, extortion and drug-related offenses. The Police Department staff would also pro-actively gather gang intelligence information and attend community meetings to educate the public in dealing with gang violence and prevention.

Project Budget:	<u>Amount</u>
<u>Personnel (Overtime Hours)</u>	
1 Lieutenant (@ 204 hours at @ \$46.21 hr.)	\$ 9,427
6 Inspectors (@ 1,224 hours at @ \$40.44 hr.)	49,499
9 Officers (@ 1,836 hours at @ \$34.88 hr.)	64,040
2 Clerks (@ 120 hours at @ \$21.19 hr.)	<u>2,543</u>
Total Personnel	125,509
<u>OCJP Training</u>	
N. California Conference	522
S. California Conference	<u>795</u>
Total Training	1,317
<u>Consultant Services</u>	1,023
<u>OCJP Audit</u>	1,381
<u>Telephone</u>	
Monthly cellular telephone service	2,000

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Indirect Costs \$ 6,907

Total Project Budget \$138,137

Indirect Costs: \$6,907 or five percent of the total grant award of \$138,137.

Required Match: \$34,534 or 25 percent of the total grant award of \$138,137, included in the Police Department's FY 1991-92 budget.

Comments: 1. As noted above, the grant period began on July, 1, 1991. Sergeant Leon Crouere of the Police Department reports that the Police Department has already applied for the proposed grant funds, but the Police Department has not yet accepted or expended any of the proposed grant funds, or incurred any overtime hours which could be charged to the State OCJP. Therefore, the proposed resolution should be amended to authorize the Police Department to apply for the proposed grant retroactively.

2. Sergeant Crouere reports that the budgeted Personnel overtime hours reflect a night differential premium for the Lieutenant, Inspectors' and Officers, and an overtime rate for the Clerk positions.

3. The \$1,023 budgeted for consultant services would be used to provide computer programming services to link the Police Department's computers with the State's database which incorporates information on gang violence in California. Sergeant Crouere reports that the computer programming would be performed by Robert Floy, a non-profit consultant who performed similar programming work in Los Angeles and Oakland.

4. The \$2,000 budgeted for monthly cellular phone service would be used for telephone services only and not for the purchase of any additional cellular phones. Sergeant Crouere reports that the cellular phones are needed as communication for Investigators during surveillances which lead to gang raids and arrests.

5. The \$103,603 in proposed grant funds, not including the required City match, for FY 1991-92 is \$1,347 or approximately 1.3 percent less than the FY 1990-91 grant award of \$105,000.

6. As noted above, the proposed grant would include indirect costs in the amount of \$6,907 or five percent of the total grant award. However, the proposed resolution does not state the amount of indirect costs which would be included as part of the title of the proposed resolution. Therefore, the proposed

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BUDGET ANALYST

resolution should be amended to include \$6,907, which is five percent of the total grant award, in the title of the proposed resolution.

7. The Police Department has completed a "Summary of Grant" request, including the local match, which is attached.

8. The Police Department has completed a "Disability Access Checklist" which is in the file.

Recommendations: 1. Amend the proposed resolution to authorize the Police Department to apply for the proposed grant retroactively.

2. Amend the proposed resolution to include \$6,907, which is five percent of the total grant award, in the title of the proposed resolution.

3. Approve the proposed ordinance as amended.

No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor Office of Criminal Justice Planning Division Police Dept.
Contact Person Stan Harkness Section Gang Task Force
Address 1130 K St., Suite 300 Contact Person Sgt. Leon Crouere
Telephone 415-553-1404
Amount Requested \$ 138,137.00 Application Deadline _____
Term: From 07/01/91 To 06/30/92 Notification Expected _____
Health Commission _____ Board of Supervisors: Finance Committee _____
Full Board _____

I. Item Description: Request to ~~XXXXXX~~ (accept and expend a ~~XXX~~ (continuation) ~~XXXXXXXXXXXXXXXXXXXX~~ grant in the amount of \$138,137 from the period of 07/01/91 to 06/30/92 to provide Gang Suppression (i.e. arrest, prosecution, etc.) of Gang people services.

II. Summary: (Concise summary; need address; number + groups served; services and providers)
This is the 6th year of the Office of Criminal Justice Planning grant for Gang Violence Suppression. There are no changes for this year's Grant from last year. The total grant budget is \$138,137.00. The State of California provides \$103,603 (75%) and the City and County of SF provides a cash match of \$34,534 (25%) already set aside in the 91-92 Police budget.

III. Outcomes/Objectives:
Identification, arrest and prosecution of gang leaders and gang members for homicide, assault, robbery, drive by shootings, extortion and drug related offences. Make the community aware of gang problems and solutions.

IV. Effects of Reduction or Termination of These Funds:
The on going battle against gang members and the violence that stems from gang incidents would not be able to be addressed due to the lack of police presence that is provided by the additional money that the grant makes available for officers to work. There are no other funds available to support this program.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	140,000	140,000	138,137	-1863	34,534*	
Personnel	112,070	128,655	125,509	-3146		
Equipment	6,700					
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other	14,230	4,345	5,721	+1376		
Indirect Costs	7,000	7,000	6,907	-93		

*Included in 138,137 grant budget amount.

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC	18			
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Regular salaries are paid by City and County of San Francisco for police officers. The grant pays for additional overtime hours for police officers.
Will grant funded employees be retained after this grant terminates? If so, How?

resolution should be amended to include \$6,907, which is five percent of the total grant award, in the title of the proposed resolution.

7. The Police Department has completed a "Summary of Grant" request, including the local match, which is attached.

8. The Police Department has completed a "Disability Access Checklist" which is in the file.

- Recommendations:**
1. Amend the proposed resolution to authorize the Police Department to apply for the proposed grant retroactively.
 2. Amend the proposed resolution to include \$6,907, which is five percent of the total grant award, in the title of the proposed resolution.
 3. Approve the proposed ordinance as amended.

Rcv. 4/10/90

Practor	<u>Office of Crimir Justice Planning</u>	<u>Angslon</u>	<u>Police Dept.</u>
Contact Person	<u>Stan Harkness</u>	Section	<u>Gang Task Force</u>
Address	<u>1130 K St., Suite 300</u>	Contact Person	<u>Sgt. Leon Crouere</u>
		Telephone	<u>415-553-1404</u>
Amount Requested	<u>\$ 138,137.00</u>	Application Deadline	<u></u>
Term:	From <u>07/01/91</u> To <u>06/30/92</u>	Notification Expected	<u></u>
Health Commission	<u></u>	Board of Supervisors:	Finance Committee <u></u>
			Full Board <u></u>

1. Item Description: Request to apply for (accept and expend) a new (continuation) XXXXXX (augmentation) to a grant in the amount of \$ 138,137 from the period of 07/01/91 to 06/30/92 to provide Gang Suppression (i.e. arrest, prosecution, etc.) of Gang people services. 58-4028

II. Summary: (Coordinatory, send address; member + group names; services and providers)

This is the 6th year of the Office of Criminal Justice Planning grant for Gang Violence Suppression. There are no changes for this year's Grant from last year. The total grant budget is \$138,137.00. The State of California provides \$103,603 (75%) and the City and County of SF provides a cash match of \$34,534 (25%) already set aside in the 91-92 Police budget.

III. Outcomes/Objectives:

Outcomes/Objectives:
Identification, arrest and prosecution of gang leaders and gang members for homicide, assault, robbery, drive by shootings, extortion and drug related offences. Make the community aware of gang problems and solutions.

IV. Effects of Reduction or Termination of These Funds:

The on going battle against gang members and the violence that stems from gang incidents would not be able to be addressed due to the lack of police presence that is provided by the additional money that the grant makes available for officers to work. There are no other funds available

V. Financial Information; to support this program.

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	140,000	140,000	138,137	-1863	34,534*	
Personnel	112,070	128,655	125,509	-3146		
Equipment	6,700					
* Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other	14,230	4,345	5,721	+1376		
Indirect Costs	7,000	7,000	6,907	-93	*Included in 138,1	

*Included in 138,137
grant budget amount.

VL Data Processing

(courses included above)

VII. Personnel

F/T CSC	<u>18</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
P/T CSC	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Contractual	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Regular salaries are paid by City and County of San Francisco for

Police officers. The grant pays for additional overtime hours for police officers.

Will grant funded employees be retained after this grant terminates? If so, How?

* VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exception Form)

Item 1f - File 143-91-3

Department: Police Department

Item: Resolution authorizing the Chief of Police to accept a continuation State grant and agreeing to provide a cash match.

Grant Amount: \$105,000, plus a required local match of \$35,000 for a total proposed grant award of \$140,000

Grant Period: July 1, 1991 through June 30, 1992

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Gang Violence Suppression Program

Description: The Budget Analyst notes that item 1e, File 143-91-2 of this October 16, 1991 report to the Finance Committee, would authorize the Police Department to apply for, accept and expend a continuation State grant from the OCJP for the Gang Violence Suppression Program in the amount of \$103,603, plus a required local cash match of \$34,534, for a total grant award of \$138,137.

Sergeant Leon Crouere of the Police Department reports that this proposed resolution (Item 1f, File 143-91-3), which would authorize the Police Department to apply for, accept and expend a continuation State grant in the amount of \$140,000, including a required local match of \$35,000, is the same proposed State grant as reported in Item 1e, File 143-91-2. Therefore, Sergeant Crouere requests that this proposed resolution be tabled, since the Police Department is only requesting authorization to apply for, accept and expend one continuation State grant in the amount of \$103,603, plus the required local cash match of \$34,534.

Recommendation: Table the proposed resolution.

Item 1f - File 143-91-3

Department: Police Department

Item: Resolution authorizing the Chief of Police to accept a continuation State grant and agreeing to provide a cash match.

Grant Amount: \$105,000, plus a required local match of \$35,000 for a total proposed grant award of \$140,000

Grant Period: July 1, 1991 through June 30, 1992

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Gang Violence Suppression Program

Description: The Budget Analyst notes that item 1e, File 143-91-2 of this October 16, 1991 report to the Finance Committee, would authorize the Police Department to apply for, accept and expend a continuation State grant from the OCJP for the Gang Violence Suppression Program in the amount of \$103,603, plus a required local cash match of \$34,534, for a total grant award of \$138,137.

Sergeant Leon Crouere of the Police Department reports that this proposed resolution (Item 1f, File 143-91-3), which would authorize the Police Department to apply for, accept and expend a continuation State grant in the amount of \$140,000, including a required local match of \$35,000, is the same proposed State grant as reported in Item 1e, File 143-91-2. Therefore, Sergeant Crouere requests that this proposed resolution be tabled, since the Police Department is only requesting authorization to apply for, accept and expend one continuation State grant in the amount of \$103,603, plus the required local cash match of \$34,534.

Recommendation: Table the proposed resolution.

Item 1g - File 144-91-2

Department: Port of San Francisco

Item: Resolution authorizing the Executive Director of the Port to apply for, accept and expend State funds for support of Phase II of the Northern Ferry Terminal on Pier 1/2.

Amount: \$5,809,050 from the California Transportation Commission and \$425,000 from the Metropolitan Transportation Commission (MTC) for a total of \$6,234,050.

Grant Period: February, 1992 through August, 1993

Project: North Ferry Terminal Upgrade Project

Description: The proposed grant funds would be used for Phase II of the Northern Ferry Terminal Project on Pier 1/2. Phase I of the Northern Ferry Terminal Project accommodated additional passenger services, and upgraded the quality of ferry services. Phase II of the Terminal Upgrade Project will provide additional enhancements to the North Ferry Terminal, including a complete seismic retrofit of the Pier 1/2 facility, including design and construction of a new passenger terminal, purchase and installation of a second barge and other passenger improvements. Specifically, Phase II of the Terminal Upgrade Project would meet the following objectives:

- Improve passenger access - The focus of the Terminal Upgrade Project would be to provide enhanced passenger safety and comfort, and making Pier 1/2 handicapped accessible.
- Perform Seismic Upgrade - Physically upgrade the pier structure including a new structural support system, independent from the seawall and the foundation of the Ferry Building.
- Provide Traffic Congestion Relief - The Ferry Terminal upgrade has been included as part of the on-going Metropolitan Transportation Commission's San Francisco Bay Area Ferry Plan which would promote the use of ferries as a form of transportation.
- Increase Public Access to the Bay - The San Francisco Bay Conservation and Development Commission (BCDC) has called for the increased use of ferry service to and from San Francisco as a means of eliminating the need for additional bridge crossings of the Bay and encouraging more public access to the water.

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The \$5,809,050 in proposed funds from the California Transportation Commission would be Proposition 116 funds. The California Transportation Commission has established that a portion of Proposition 116 funds be awarded to local agencies for ferry operations and improvement projects. In addition, the \$425,000 in proposed funds would come from the Metropolitan Transportation Commission bridge toll funds. The Metropolitan Transportation Commission has designated that three percent of the revenues from the 1989 toll increases on bridges be made available to local agencies for capital projects which would reduce vehicular traffic on bridges.

Project Budget: The proposed Proposition 116 funds would be used as follows:

<u>Waterside Improvements</u>	\$4,288,000
<u>Passenger Improvements</u>	1,011,500
<u>Architectural & Engineering Fees</u>	<u>509,550</u>
Total Proposition 116 funds	\$5,809,050

The proposed Metropolitan Transportation Commission bridge toll funds would be used as follows:

<u>Ferry Signage</u>	<u>25,000</u>
Total Project Budget	\$5,834,050

Indirect Costs: None. The California Transportation Commission prohibits the use of Proposition 116 funds for indirect costs, and the Metropolitan Transportation Commission also prohibits the use of bridge toll funds for indirect costs.

Comments: 1. As noted in the project budget above, the Port is requesting authorization to apply for, accept, and expend a grant of \$25,000 from the Metropolitan Transportation Commission, instead of \$425,000 from the Metropolitan Transportation Commission as indicated on the proposed resolution. Therefore, the proposed resolution should be amended to authorize the Port to apply for, accept and expend a State grant in the amount of \$25,000 from the Metropolitan Transportation Commission.

2. Also as noted above, the two granting agencies prohibit the use of grant funds for indirect costs. However, the proposed resolution does not state in the body or the title of the resolution that the Port is requesting authorization to waive indirect costs. Therefore, the proposed resolution should be

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amended to state that both the California Transportation Commission and MTC prohibit the use of these grant funds for indirect costs in both the body and the title of the resolution.

3. Mr. Joe Wyman of the Port reports that the Port has already applied for the proposed funds because the application deadline for the California Transportation Commission Proposition 116 funds was August 31, 1991, and since the deadline for the Metropolitan Transportation Commission "three percent bridge toll fund" was June 17, 1991, the Port has already applied for these funds. Therefore, the proposed resolution should be amended to authorize the Port to apply for the proposed grant retroactively.

4. The \$4,288,000 budgeted for Waterside Improvements would be the purchase and rehabilitation of a barge, installation of a new trestle, construction of new ramps, lighting and electrical systems.

5. The \$1,011,500 budgeted for Passenger Improvements would be used for sidewalk and terminal repairs, new pier railings, benches, parking lot re-stripping, and pedestrian boardwalk improvements.

6. The \$509,550 budgeted for Architectural & Engineering Fees would be used for the preliminary and final design and construction details for the Waterside and Passenger Improvements which would be completed.

7. The \$25,000 budgeted for Ferry Signage would be used for the purchase and installation of additional signage at the Ferry Building.

8. Mr. Wyman also reports that all of the proposed grant funds of \$5,834,050 for the completion of Phase II of the Northern Ferry Terminal project would be done on a contractual basis. However, Mr. Wyman indicates that none of the contractors have been selected. Therefore, the Budget Analyst recommends that the \$5,834,050 in proposed grant funds be reserved pending the selection of contractors, finalized cost details and the MBE, WBE and LBE status of the proposed contractors.

9. A copy of the Disability Access Checklist, which was completed by the Port is in the file.

10. Attached is the "Summary of Grant Request" as completed by the Port.

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- Recommendations:**
1. Amend the proposed resolution to authorize the Port to apply for, accept and expend a State grant in the amount of \$25,000 instead of \$425,000 from the Metropolitan Transportation Commission.
 2. Amend the proposed resolution to state in both the body and title that the California Transportation Commission and MTC prohibit the use of these grant funds for indirect costs.
 3. Amend the proposed resolution to authorize the Port to apply for the proposed grant retroactively.
 4. Reserve the entire \$5,834,050 in proposed grant funds pending the selection of contractors, finalized cost details and the MBE, WBE and LBE determination of the proposed contractors.

OCT 11 '91 12:36 PORT OF S.F.

P.2/2

Summary of Grant Request

Rev. 4/10/90

Grantor Calif. Transp. Commission Division Port of San Francisco
 Contact Person Robert Chung Section Planning, Develp, Community Affrs
 Address CTC, 1120 N Str. #2225 Contact Person Joe R. Wyman
Sacramento, CA 95814 Telephone 275-0352
 Amount Requested \$ 5,809,050 Application Deadline August 31, 1991
 Terms: From 1992 To 1994 Notification Expected December 1991
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to) a
 grant in the amount of \$809050 from the period of 1992 to 1994
 to provide Architectural, Engineering and Construction services

II. Summary (Concise description of project, including purpose, need, and objectives)

Grant is for improvements to the North Ferry Terminal at Pier 1/2. Project will serve commuters from Alameda/Oakland, Tiburon, and Vallejo as well as non-peak hour excursion vessels. The improvements were recommended in MTC's Bay Area Ferry Study and SPECTA CMP. Improvements will include a second barge (landing facility), terminal, signs and seismic up-grade to the Pier.

III. Outcomes/Objectives

Expanded landing areas will accommodate new vessels being placed in service as part of the Clean Air Act Implementation measure (Prop. 116). By expanding service it is the intention of the improvements to reduce traffic congestion.

IV. Effects of Reduction or Termination of These Funds

Either a new source of funding will have to be located, or the project will have to be amended to include less expensive improvements.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			5809050			
Personnel						
Equipment						
*Contract Svc.			509550			
Mat. & Sapp.			5299500			
Facilities/Space						
Other/Loss Rev.			110000			
Indirect Costs			64000			

VI. Data Processing

(Leave blank unless otherwise indicated)

VII. Personnel

W/R CSC		64000	
P/T CSC			
Contractual		509,550	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Port Commission Revenue

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Rtd March 1993

State Source

(Leave blank unless otherwise indicated)

Item 1h - Files 199-91-2

Department: Real Estate Department

Items: Resolution transferring jurisdiction from the Water Department to the Recreation and Park Department of a portion of Lot 6 in the Assessor's Block 7281, a portion of the Old Great Highway, for inclusion in the Zoo Master Plan Expansion Program; and adopting findings pursuant to City Planning Code Section 101.1.

Amount: \$0

Description: The Recreation and Park Department has requested that 2.74 acres of the Old Great Highway be transferred from the Water Department to the Recreation and Park Department for use in their Zoo Master Plan Expansion Program. The Zoo would use that portion of the Old Great Highway, in part, for a wildlife area that would recreate Africa, in part, for a horticulture area and in part, for an animal quarantine area. The remaining portion is currently in use as a parking lot and would remain a parking lot after the transfer.

Comments:

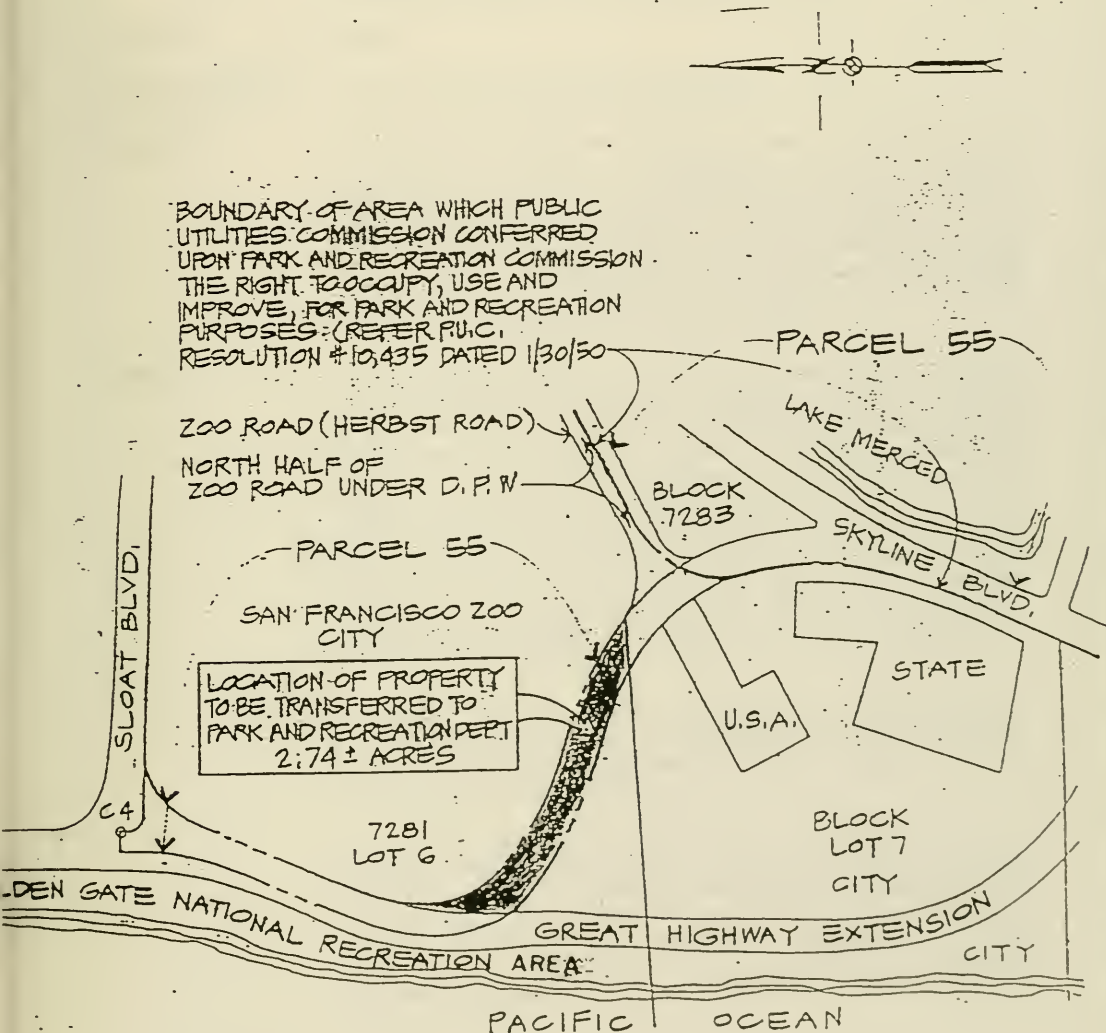
1. The portion of the Old Great Highway proposed to be transferred is presently used as a construction and storage area for a Clean Water treatment plant and, as noted above, as a parking lot. According to the Real Estate Department, the transfer would take place upon completion of construction, when the Public Utilities Commission would no longer have need of the area for storage and construction. That portion of the Old Great Highway has been in the City's possession since the 1920s, Ms. Mary Simmons of the Real Estate Department reports.
2. The Director of Property has recommended that the transfer of property be made at its historical cost, in conformance with Article II, Section 23.7 of the Administrative Code. According to Ms. Mary Simmons of the Department of Real Estate, the Department of Real Estate has determined that the historical cost of that portion of the Great Highway was \$0 because it was given to the City by the State Department of Transportation (Caltrans) at no cost. Therefore, the cost of the transfer from the Water Department to the Recreation and Park Department would be \$0. The Real Estate Department reports that no appraisal of the property's current value has been made.

3. The Department of City Planning reports that the proposed vacation is in conformity with the City's Master Plan and with the Eight Priority Policies of City Planning Code Section 101.1.

4. Attached is a map showing the portion of the Old Great Highway that would be transferred according to the proposed resolution.

5. The Department of Planning reports that the proposed transfer would be in conformance with the Master Plan and consistence with the Eight Priority Policies of Planning Code Section 101.1.

Recommendation: Approve the proposed resolution.



VICINITY MAP (NO SCALE)

Item 1i - File 100-91-1.3

Department: Port of San Francisco

Item: Request for release of reserved funds for the Port of San Francisco's Maritime Counsel legal services.

Amount: \$20,000

Source of Funds: Port Commission Operating Expenses

Description: During the 1991-92 annual budget review, a total of \$260,000 was placed on reserve for professional services contracts pending the selection of consultants, and determination of MBE/WBE statuses, including the subject \$20,000 for the Port's Maritime Counsel. The Port reports that the Maritime Counsel would be responsible for handling the legal aspects of Federal laws and regulations for the Port's shipping operations and capital improvement projects.

Comments:

1. Ms. Veronica Sanchez of the Port reports that the \$20,000 for the Maritime Counsel was mistakenly placed on reserve along with two other contracts. Ms. Sanchez indicates that the contract for Maritime Counsel is a three-year contract which was awarded on October 1, 1990, but due to a Departmental oversight, the Port concurred with the reserve of these funds during the FY 1991-92 budget hearings. Ms. Sanchez also reports that after undergoing a competitive bid process with the assistance of the Human Rights Commission, the joint venture of Garvey, Schubert & Barer/Sayed & Trigerro was selected. Sayed & Trigerro is a local, registered WBE firm.
2. The proposed release of \$20,000 would pay for approximately 98 hours at an average hourly rate of \$205 to Garvey, Schubert & Barer/Sayed & Trigerro for legal services rendered during FY 1991-92.
3. The Port reports that because of the specialized nature of the legal services which Garvey, Schubert & Bayer/Sayed & Trigerro provides, these services could not be provided by the City Attorney's Office. The Port indicates that the firm has expertise with Federal laws and regulations applicable to the Port's shipping activities, and has a familiarity with the Maritime Commission in Washington, D.C. which regulates the Port's activities.

Recommendation: Release the reserved funds in the amount of \$20,000.

Items 2 and 3 - Files 188-91-2 and 188-91-5

Note: These items were transferred from the Joint City Services/Economic and Social Policy Committee as it was determined to have a fiscal impact on the City. They were continued at the October 9, 1991 Finance Committee meeting.

The proposed ordinances would amend Part II, Chapter X of the San Francisco Municipal Code (Public Works) by adding Article 22 thereto establishing requirements for the use of reclaimed and non-potable water.

Description

The proposed ordinances would amend the City's Municipal Code by adding a Section which would establish requirements for the use of reclaimed water by commercial, industrial, residential and government buildings and irrigation systems. The proposed ordinances would require new buildings that are located within a defined use area and 40,000 square feet or more in area to install dual piping systems. One piping system would be for potable water and the other for non-potable water to flush toilets. In addition, the proposed ordinances would require any open area of 10,000 square feet or more that is located within a specified use area to install an irrigation system that uses reclaimed or non-potable water. The purpose of the proposed ordinances would be to establish a written policy for San Francisco concerning long range water reclamation uses.

The authors of the proposed ordinances have agreed to establish one policy concerning the use of reclaimed and non-potable water which has been divided into two parts and introduced separately by the authors. Both of the proposed ordinances contain the same sections except both of the ordinances have some sections that contain one or more parts that the other ordinance does not have. Approval of one ordinance is conditional on the approval of the other ordinance. Therefore, if the Board of Supervisors wishes to approve the proposed legislation, both ordinances must be approved. The following is a summary of the complete ordinance as agreed upon by the authors:

(1) A Reclaimed Water Use Master Plan would be prepared by the Water Department and the Department of Public Works (DPW) for review and approval of the Public Utilities Commission (PUC) and the Chief Administrative Officer (CAO). The proposed Reclaimed Water Use Master Plan would be updated every five years.

(2) The Master Reclamation Plan would include, but not be limited to, the following:

- A long-range plan for water reclamation;
- A reclaimed water use area map, which would delineate the areas served or to be served within ten years by the reclaimed water distribution system;

- Department of Public Health (DPH), DPW, Fire Department and PUC general rules, regulations, standards and procedures governing the use and distribution of reclaimed water;
- Identification of resources and recommendation of specific measures to assist reclaimed water users to finance necessary conversions;
- Identification of demonstration or pilot projects which will further the use of reclaimed water either within or outside of the City's boundaries;
- Evaluation of the need for the establishment of a public awareness program on the benefits of water reclamation;
- Evaluation and recommendation of types of water use (i.e., agricultural irrigation, office building uses, filling of habitat lakes);
- Recommendations for actions to coordinate efforts between the City and other agencies (locally and regionally) to share in the production and utilization of reclaimed water;
- Recommendations for control measures and management practices, in addition to those required by State and Federal regulations, to maintain or improve the quality of reclaimed water;
- An annual report on the status and implementation of the Non-potable and Reclaimed Water Use Plan would be prepared by the Water Department, and the DPW, and submitted to the Board of Supervisors, the CAO, the PUC, DPH, the Fire Department, the Recreation and Park Department and any other interested agency.

(3) Establish guidelines and regulations for development projects with respect to usage of reclaimed water. A development project would be defined as any project involving the construction, modification, conversion, or alteration of any structure or structures or portion of any structure or structures which would result in the construction of 40,000 square feet or more of usable non-residential space, or which would result in the modification, conversion or alteration of 40,000 square feet or more of usable non-residential space. A development project includes all landscaped, irrigated areas constructed as part of the building or structure project.

(4) Establish a Reclaimed Water Use Certificate to be issued by the Water Department to any owner, operator or manager of a development project, or an irrigation system subject to Section 1304(e) located within the boundaries of a reclaimed water use areas. The Water Department would establish the fee for the proposed certificate based on the administrative costs.

(5) Establish a mandatory reclaimed water use policy requiring reclaimed water to be used in all reclaimed water systems, reclaimed water distribution systems and reclaimed water irrigation systems. The proposed ordinance provides for a use-waiver in cases where the General Manager of the Water Department determines that, for technical reasons or feasibility reasons, reclaimed water is incompatible with a building's use.

(6) Require irrigation systems located within a reclaimed water use area to convert from potable water to reclaimed water. The proposed conversion requirement would apply to irrigation systems for irrigated property of 10,000 square feet or more in area.

(7) The applicability of the proposed complete ordinance would be as follows:

Before January 1, 1992	No dual-plumbing required
January 1, 1992 - July 1, 1992	Dual-plumbing required for irrigation system only
After July 1, 1992	Dual-plumbing required for new buildings 40,000 sq. ft. or more and in irrigation systems.
After January 1, 2000	Dual-plumbing required for residential buildings within the service area depending on the State Department of Public Health's approval of residential reclaimed wastewater use.

(8) To the extent consistent with applicable laws, the proposed complete ordinance would include government facilities including government operated irrigation systems serving 10,000 square feet or more of landscaped property and new construction and operation of 40,000 square feet or more of government (City, State and Federal property) owned and operated buildings.

(9) The proposed ordinance would establish a \$500 fine to be paid by any person who violates any provision of the proposed ordinance and is found guilty of an infraction. The proposed \$500 fine would be levied each day the violation is committed or is permitted to continue. Any person who intentionally or negligently violates any provision of the proposed ordinance would be fined in an amount not to exceed \$1,000 per day for each violation that occurs.

Comments

1. In 1989 the Board of Supervisors passed Resolution 389-89 entitled "Groundwater Management and Utilization" which directed DPW and the Water Department to improve wastewater reclamation and reuse in San Francisco. In December, 1989, an RFP was issued to develop a City Water Reclamation Master Plan. James Montgomery Consulting Engineers was selected to prepare the Master Plan. The development of the Master Plan began in July, 1990 and according to DPW, will be completed approximately August, 1992. The Clean Water Program is administering the development of the Water Reclamation Master Plan under the advice of the Water Department, Fire Department, Recreation and Park Department and the Department of Public Health. The Water Department is co-funding the development of the Water Reclamation Plan. In addition, the Water Department is funding a groundwater study to answer questions to help complete the Reclamation Master Plan. Ms. Michele Pla of the Clean Water Program reports that the Clean Water Program and the Water Department have already spent approximately \$300,000 on the development of the City's Water Reclamation Master Plan and intend to spend an additional \$2.25 to \$3 million to complete it. The monies to finance the City's Reclamation Master Plan come from the Sewer Revenue Fund and the Water Resources Planning Fund.

2. The proposed Reclaimed Water Use Area Map would include water use areas that meet either of the following criteria:

- a. the area is currently served by a reclaimed water distribution system or
- b. the area is scheduled to be served by a reclaimed water distribution system within ten years in accordance with the Reclaimed Water Use Master Plan.

The proposed ordinance lists the following areas designated for the use of reclaimed water:

Westside-- includes Lake Merced, the Great Highway, Golden Gate Park, 39th Avenue, Lincoln Park, Richmond Tunnel and the Presidio areas.

Eastside--bound by the Bay, Mission Street, and 7th Street.

These areas are located near existing wastewater treatment plants in the City which would facilitate the transportation of reclaimed water.

3. The proposed ordinance does not require the City to build the infrastructure, such as piping, necessary to transport reclaimed water from wastewater treatment plants to buildings and open spaces. Rather, the proposed ordinance would require new buildings and irrigation systems to install the dual piping in order to be ready when the City does build the infrastructure. The City's Water Reclamation Master Plan would most likely include the building of such infrastructure. The implementation of the Master Plan would occur sometime in 1996. According to Ms. Karen Kubic of the Clean Water Program, because of the time involved when planning a new building, a building being planned and

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permitted in 1992 would be completed in three or more years which would be approximately the time the City's infrastructure would be built. Ms. Kubic advises that some buildings would function with dual piping and no reclaimed water. These buildings would use potable water in both piping systems until such time as the City's infrastructure could be built. According to Ms. Michele Pla of the Clean Water Program, the costs of installing the piping to transport reclaimed water across the City would be funded by bond monies.

4. James Montgomery Consulting Engineers (JMM), reports that the estimated cost of dual plumbing is approximately 15 to 20 percent of the cost of a hot/cold plumbing system. JMM further notes that the cost for hot/cold plumbing is approximately \$3.00 per square foot. Therefore, dual plumbing costs would range from \$0.45 to \$0.60 per square foot. Using the 40,000 square feet or more requirement of the proposed ordinance, the dual plumbing requirement for new non-residential (including government buildings) development projects would result in between \$18,000 to \$24,000 in additional costs to the developer. According to the Bureau of Building Inspection, 28 new buildings were erected in the City from July, 1990 through June, 1991. Mr. Peter Burns of the Bureau of Building Inspection advises that approximately 75 to 90 percent of these 28 buildings are at least 40,000 square feet in area.

5. Mr. Burns further advises that the proposed dual plumbing systems would require additional time for plumbing and building inspectors to check. For example, a building with four floors at 10,000 square feet each floor would add an additional cost of \$212.75 to the Bureau of Building Inspection. Mr. Burns advises that these additional costs could be incorporated into the Building Permit fee for buildings installing dual plumbing systems.

6. The reclaimed water irrigation systems would cost 10 to 20 percent more than the regular irrigation systems because of special valving required by the State and signs warning people not to drink the water. As of the writing of this report, the number of open spaces of 10,000 square feet or more that use an irrigation system is unknown.

7. According to Ms. Cheryl Davis of the Water Department, the Water Department has not yet determined their administrative costs associated with issuing the Reclaimed Water Use Certificate. Therefore, the Water Department is unable to report what the Reclaimed Water Use Certificate fee would be.

8. The authors of the proposed ordinance report that the \$500 and \$1,000 fine monies would be deposited into the City's General Fund.

9. According to Mr. Steve Nelson of the CAO's Office, the City is planning to introduce a General Obligation bond measure in a future election to finance the construction of a new Laguna Honda Hospital building that would be subject to the requirements of the proposed ordinance. The details of the proposed Laguna Honda Hospital building have not been finalized. As such, the potential fiscal impact is currently unknown. The City is also planning to build several Police Stations, but

all of them will be less than 40,000 square feet which would exempt them from the conditions of the proposed ordinance.

10. Mr. Jim Augustino of the Catellus Development Corporation -the Mission Bay developer- reports that the requirements of the proposed ordinance would cost his company an estimated \$5 million or an additional one-fourth of one percent of an estimated \$2 billion project.

11. Because the proposed ordinance would require additional work for the Water Department and the Bureau of Building Inspection as well as establishing \$500 and \$1,000 fines and requiring new City buildings and irrigation systems to install dual piping, the proposed ordinance would have a fiscal impact on the City.

12. On September 24, 1991, the Joint City Services/Economic and Social Policy Committee recommended amending the proposed ordinances to include findings regarding the City's goals for water supply use in the preservation and protection of the environment; the requirement of a yearly audit identifying uses of saved water, if any; and additional and related technical amendments. The proposed ordinances were approved by the Joint City Service/Economic and Social Policy Committee as amended.

13. On October 9, 1991, the Finance Committee continued the proposed ordinances one week to allow the authors to amend the proposed ordinances to:

- 1) Change the definition of development project ,
- 2) Change the water use area map, and
- 3) Clarify the impact on mixed use buildings.

As of the writing of this report, the specific changes to the proposed ordinance were not available.

Recommendation

The proposed ordinances are policy matters for the Board of Supervisors.

Item 4 - File 20-91-13

Note: This item was transferred from the Economic and Social Policy Committee because it was determined to have a fiscal impact.

1. The proposed resolution would urge the Mayor to urge the Parking and Traffic Commission to urge the Director of the Parking and Traffic Department to post signs that warn drivers of "senior crossing zones" in areas used by seniors to visit senior facilities. Such zones should be implemented in accordance with the State Vehicle Code.

2. The 1990 Census indicates that there are 137,748 senior citizens ages 60 or over in San Francisco. This number of senior citizens represents approximately 19 percent of the City's population of 723,959.

3. The sponsor of this legislation advises that Centro Latino de San Francisco, located at 15th and Julian Streets, is the agency that is responsible for initiating this proposed legislation. Centro Latino de San Francisco serves approximately 1,200 senior citizens. Program services include, meals, case management, health services and recreational activities. Ms. Gloria Bonilla, Director of Centro Latino de San Francisco, reports that 15th and Julian Streets has become a major thoroughfare that is heavily used by motorists. There is no traffic signal at this intersection and stop signs are on Julian Street only. As such, according to Ms. Bonilla, it is difficult for the senior citizens who participate in the program at Centro Latino de San Francisco to access the facility. Ms. Bonilla advises that this lack of accessibility is compounded by the fact that 37 percent of the senior citizens that participate in the program are frail or disabled.

Comments

1. Mr. Tim Johnson of the Parking and Traffic Department reports that the Department recommends that it should undertake an analysis of the appropriate location for the proposed senior crossing zones, taking into consideration accident history and the size of the senior facilities. The Department would solicit input for their analysis from the Commission on Aging, the Department of Public Health and the Department of Social Services.

2. The Department of Parking and Traffic estimates that the cost to install a single senior crossing zone (signs only) would total approximately \$600. This would entail an average of six signs per zone (four signs at the approach of the intersection, one sign in advance of the intersection and one sign at the intersection). The Department anticipates that most senior crossing zones would already have cross walks and curb markings. There are approximately 25 non-profit agencies plus three City agencies, for a total of 28 agencies, which serve 700 to 1,000 + senior citizens annually. If senior crossing zones were located adjacent to all 28 of these agencies, the total cost of installation would be \$16,800 (28 x \$600). Based on these costs, the Budget Analyst has projected that this proposed legislation would have fiscal impact on the City's budget.

Memo to Finance Committee
October 16, 1991

3. Mr. Johnson reports that the Department would normally fund such crossing zones from monies in its Sign Shop Budget (Gas Tax). Mr. Johnson advises while these funds have been committed, that sufficient funding could be available to install the crossing zones over a period of time, on an incremental basis.

4. The Economic and Social Policy Committee approved the proposed resolution at its October 8, 1991 meeting.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 5 - File 268-90-1

Department: Assessor

Item: Request for property tax refund for taxes paid on property at 2749 Hyde Street for fiscal year 1990, pursuant to the provisions of Section 202.2 of the Revenue and Taxation Code of the State of California

Lessor: Phillip L. Jones

Lessee: California School of Professional Psychology

Amount: \$9,663.06

Description: According to Section 202.2 of the Revenue and Taxation Code of the State of California, any reduction in property taxes on leased property used by a non-profit institution of higher learning exclusively for educational purposes shall benefit the institution in the form of a reduction in rent or a refund equal to the reduction in taxes.

Mr. Vince Williams of the Assessor's Office reports that typically when such an institution leases property, the lessor would deduct the amount of property tax from the college's rent. In that case, the lessor would not pay property tax. In some cases, however, the lessor prefers to charge the institution full rent and to pay property taxes. In that case, the institution has the right to request a refund directly from the City.

According to Mr. Williams, in this case, the lessor, Phillip L. Jones, paid property taxes in the amount of \$9,663.06 in 1990 on property at 2749 Hyde Street, which is leased by the California School of Professional Psychology, a non-profit, accredited graduate school offering doctoral degrees. The claim to the City requests a refund by the California School of Professional Psychology for taxes paid on that Hyde Street property.

Comment: The Assessor recommends that this claim be honored.

Recommendation: Approve the Claim as requested.

Item 6 - File 268-90-2

Department: Assessor

Item: Request for property tax refund for taxes paid on property at 1663 Mission Street for fiscal years 1986-89, pursuant to the provisions of Section 202.2 of the Revenue and Taxation Code of the State of California.

Lessor: Speyer and Schwartz, Inc.

Lessee: University of California, Berkeley

Amount: To be determined

Description: According to Section 202.2 of the Revenue and Taxation Code of the State of California, any reduction in property taxes on leased property used by the University of California shall benefit the University of California in the form of a reduction in rent or a refund equal to the reduction in taxes.

Mr. Vince Williams of the Assessor's Office reports that typically when the University of California leases property, the lessor would deduct the amount of property tax from the University of California's rent. In that case, the lessor would not pay property tax. In some cases, however, the lessor prefers to charge the University of California full rent and to pay property taxes. In that case, the institution has the right to request a refund directly from the City.

According to Mr. Williams, in this case, the lessor, Speyer and Schwartz, Inc., paid property taxes in 1989, 1988, 1987 and 1986 on property at 1663 Mission Street, which is leased by the University of California at Berkeley. The claim to the City requests a refund by the University of California, Berkeley for taxes paid on that Mission Street property.

Comments:

1. The Assessor recommends that this claim be honored.
2. However, the Assessor's Office has not yet determined the exact amount to be reimbursed to the University of California. The Assessor's Office was not available to specify the amount of time required to make this determination. Therefore, the proposed claim should be continued, to the call of the Chair, pending the determination by the Assessor's Office of the amount to be reimbursed to the University of California, Berkeley.

Recommendation: Continue the proposed claim to the call of the Chair.

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Item 7 - File 97-91-51

Note: This item was continued from the Finance Committee meeting of October 9, 1991.

Department: Police Department

Item: Ordinance amending Chapter 10B of the Administrative Code by amending Section 10B.2, pertaining to payment for special law enforcement services.

Description: Section 10B.2 of the Administrative Code outlines guidelines for payments by a person, corporation, firm or organization, to the Police Department for the provision of special law enforcement services. Section 10B.2 specifically provides that payment for such services will be computed based on (1) the established rate of pay for the uniformed officers when they are performing their actual duties, (2) the cost of additional equipment and materials and (3) 22.5 percent of the total costs for administrative overhead. The legislation stipulates that the payments received by the Police Department, with the exception of the 22.5 percent earmarked for administrative overhead costs, are to be deposited in a special fund designated as the Public Facilities Overtime Account. The monies earmarked for administrative overhead must be deposited to the General Fund.

The proposed ordinance would amend Section 10B.2 to provide that 75 percent (in lieu of 100 percent) of the monies earmarked for administrative overhead would be deposited to the General Fund and the remaining 25 percent of such monies would be retained in the Public Facilities Overtime Account and appropriated to the Police Department for administrative costs associated with the provision of special law enforcement services. The proposed legislation would further provide that the Police Department must provide the Controller with quarterly reports on the expenditure of the monies appropriated to the Police Department for the above noted purpose.

Comments: 1. Captain Anthony Ribera of the Police Department reports that the proposed ordinance is necessary in order to allow the Department to recover costs associated with the administrative oversight of the special law enforcement services. Captain Ribera has identified certain administrative overhead costs which include \$6,000 for a personal computer and printer, \$25,000 for a black and white police car, \$1,000 for computer training, and \$25,000 for program coordinating and supervising staff for a total of approximately \$57,000. The Department reports that the

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computer is needed to accommodate the large data base and various computer programs that have been developed to fiscally monitor the program services. According to the Department, the police car is needed to allow supervisors to go on site to monitor staff activities.

2. The Police Department provides special law enforcement services to a variety of agencies, businesses and organizations such as building construction firms, motion picture companies, the Housing Authority, the Municipal Railway (MUNI) and the Giants and 49ers.

3. Mr. Dan Martin of the Police Department reports that the Public Facilities Overtime Account noted above, is actually entitled the "Special Law Enforcement Services Fund" in the Department's budget. Mr. Martin advises that this Fund is used solely to pay for staff time and other costs (i.e., equipment and materials) associated with the provision of special law enforcement services.

4. Mr. Martin advises that the Police Department's provision of special law enforcement services generated \$1,064,996 in revenues for 1990-91. Of the \$1,064,996, \$825,372 or 77.5 percent was deposited to the Special Law Enforcement Services Fund and \$239,624 or 22.5 percent was deposited to the General Fund for administrative overhead costs. The projected total revenue for these services for 1991-92 is approximately \$1.2 million. Under the current legislation, \$930,000 or 77.5 percent of the \$1.2 million would be deposited to the Special Law Enforcement Services Fund and \$270,000 or 22.5 percent would be deposited to the General Fund. Should the Board of Supervisors approve the proposed legislation, \$67,500 or 25 percent of the \$270,000 earmarked for the General Fund for administrative overhead costs, would be deposited in the Special Law Enforcement Services Fund, leaving a balance of \$202,500 to be deposited to the General Fund. The \$67,000 for the Police Department administrative overhead costs represents approximately 5.6 percent of the projected \$1.2 million in revenues for 1991-92.

5. As noted above, Section 10B.2 specifically provides that payments by a person, corporation, firm or organization to the Police Department for the provision of special law enforcement services, will be computed based partially on (1) the established rate of pay for the uniformed officers when they are performing their actual duties and (2) the cost of additional equipment and materials needed to provide these services. As such, while the Budget Analyst acknowledges that the administrative overhead costs identified by the Police Department may represent a legitimate need, the Budget

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Analyst believes that, under the existing legislation, the Police Department has the authority to recover these costs by incorporating them in their charges to the individuals, businesses or organizations seeking these services, rather than reducing the amount that is currently deposited to the General Fund for administrative overhead.

6. The Police Department has requested that this item be tabled.

Recommendation: Table this item.

Item 8 - File 101-90-46.1

Department: Port of San Francisco

Item: Request to release reserved funds for earthquake repair work at Pier 45

Amount: \$340,300

Source of Funds: San Francisco Harbor Operating Fund

Description: In March of 1991, the Board of Supervisors approved Supplemental Appropriation Ordinance No. 87-91, which appropriated \$6,374,971 to pay for repairs to various facilities damaged in the October 17, 1989 earthquake. Of the total appropriation, \$6,261,404 was reserved pending the provision of final contractual details, including the MBE/WBE status of the contractors.

The Port has requested a release of \$340,300 from the total of \$6,261,404 in reserved funds to award a demolition contract as part of the earthquake repair work on the Pier 45 fish processing facilities.

The Port received the following bids for the demolition contract:

	<u>Bid Amount</u>
Evans Brothers, Inc.	\$314,300
Ferma Corporation	346,900
Echo West (LBE)	350,100
Angotti and Reilly/T.E. Joo (10% Joint Venture)	354,216
Cleveland Wrecking (LBE)	414,000
Iconco	436,806
Apersey Construction/ A. Ruiz (10% Joint Venture)	503,373

The low bidder is Evans Brothers, Inc. The Port has requested a release of reserved funds to award the demolition contract to Evans Brothers, Inc.

Comments:

1. The Port has requested a release of reserve in the amount of \$340,300, which is \$26,000 more than the contractual amount of \$314,300. According to Ms. Ann Cook of the Port, the \$26,000 discrepancy is a mistake and should not be a part of the request for release of reserve. Ms. Cook reports, however, that the Port normally allows for 10 percent of the contract amount as a contract contingency (\$31,400). If the contract contingency of \$31,400 is added to the contractual amount of \$314,300, the total requested amount would be \$345,700, which is \$5,400 more than the \$340,300 originally requested for release from reserves by the Port. Ms. Cook advises that the Port, therefore requests that the amount of \$345,700 be released from reserves, instead of \$340,300, as noted above.

2. The Port has also reported that Evans Brothers, Inc., the apparent low bidder, will subcontract a portion of the demolition work to Siteworks (30% or \$94,290), a non-local MBE firm located in the East Bay. Krystal Trucking, another non-local WBE firm, will perform 4% of the contract work (\$12,572).

3. Mr. Jim McFarland of the Port reports that the contract would be for a duration of 60 days. The Port expects the demolition contract to begin around November 12, 1991, and end around January 12, 1992.

Recommendation: Approve the Port's request for release of reserved funds in the amount of \$345,700, as noted in Comment No. 1.

Item 9 - File 101-91-16

Department: Employees Retirement System (ERS)

Item: Ordinance appropriating \$25,000 for overtime, rescinding \$25,000 from permanent salaries and mandatory fringe benefits.

Amount: \$25,000

Source of Funds: Reappropriation of Permanent Salaries and Fringe Accounts in the Retirement System's FY 1991-92 Budget

Description: The Workers Compensation Division of the Employees Retirement System is responsible for paying workers compensation claims. The ERS is requesting this supplemental appropriation, to be used entirely to pay overtime to employees until the end of fiscal year 1991-92 in the Workers Compensation Division.

Comments:

1. Ms. Clare Murphy of the ERS reports that the Workers Compensation Division currently has 411 positions included in its budget, but has four positions vacant and three employees on paid leave. According to Ms. Murphy, if the ERS does not make timely payments to workers compensation recipients, the City is at risk of having to pay fines to the State. The bulk of these fines would be for temporary disability benefits, Mr. Rudy Hernandez of the Retirement System reports, because permanent disability benefits are paid on a routine basis. According to Mr. Hernandez, unless temporary disability benefits are paid within 14 days, ERS must pay a ten percent fine to the recipient and may pay \$100 in fines to the State for each infraction. Mr. Hernandez advises that the ERS has already paid fines of ten percent interest to recipients, but has paid no fines to the State because ERS has not been audited. Mr. Hernandez further advises that if ERS were audited, it could be liable for any infractions dating back to January of 1990. Because the Workers Compensation Division of ERS is understaffed, Ms. Murphy advises that in order to make timely temporary disability payments, the ERS Workers Compensation Division employees must work overtime hours.
2. Ms. Murphy advises that because the Workers Compensation Division has four vacant positions, the ERS has accumulated adequate salary savings to cover the entire \$25,000.

3. According to Mr. Hernandez, the ERS originally requested \$55,292 from the Mayor's Office for this supplemental appropriation, but only \$25,000 was approved. Mr. Hernandez advises that the ERS does not know whether the \$25,000 will be sufficient to cover its overtime needs for the entire fiscal year because it cannot anticipate future vacancies. According to Mr. Hernandez, ERS anticipates that the current employees would need to work 976 additional hours to compensate for time taken by those on maternity leave, as follows:

<u>Class</u>	<u>Class</u>	<u>Overtime Rate</u>	<u>Hours</u>	<u>Amount</u>
Claims Adjuster	8141	\$30.64/hour	480	\$14,707
Clerk	1404	19.09/hour	250	4,773
Actuarial Clerk	1810	22.44/hour	<u>246</u>	<u>5,520</u>
			976	
	TOTAL			\$25,000

4. Mr. Hernandez advises that the ERS has been unable to fill its four vacant positions in the Workers Compensation Division because Claims Adjusters belong to a specialized field. Mr. Hernandez advises that industry-wide, there are fewer Claims Adjusters than available positions, and that the Department is unable to attract employees because of its high caseloads. In addition, Mr. Hernandez reports that turnover in the Workers Compensation Division is high and that it takes four to six weeks to recruit and hire replacements when replacements are available.

5. According to the fiscal year 1991-92 Budget, the Workers Compensation Division was not allocated any funds for overtime. Therefore, no funds have been spent on overtime to date.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance as requested.

Item 10 - File 101-91-18

Departments: Controller
 Employees Retirement System

Item: Ordinance appropriating \$1,573,103 for the Retirement System, for temporary salaries and overtime, mandatory fringe benefits, other contractual services, postage, materials and supplies and non-work order services of other departments-City Attorney, and placing \$1,284,010 on reserve.

Amount: \$1,573,103

Source of Funds: Employees Retirement Trust Fund

Description: A proposition that would offer City employees incentives to retire early (Proposition A) is on the ballot for November, 1991. According to Proposition A, employees who retire before April of 1992 would receive early retirement benefits as if they were three years older and had worked for the City for three additional years. Thus, a 57 year old employee who had worked for the City for 27 years would receive early retirement benefits as if they were 60 years old and had worked for the City for 30 years.

The Employees Retirement System (ERS) estimates that of the 5,500 employees who would be eligible for early retirement if the proposition is approved by the voters, approximately 1,500 may accept. In order to meet the additional workload, the ERS is proposing to hire an outside contractor. This contractor would calculate retirement benefits based on Proposition A requirements for each of the 5,500 eligible employees and mail that individualized information to each of those employees. In addition, the consultant would develop an automated phone system to answer employee questions; lead orientation sessions for employees, interview candidates who elect early retirement, and develop printed materials. To fund this contract and to pay for overtime to existing employees to assist in this effort, the ERS has requested a supplemental appropriation in the amount of \$1,573,103, as follows:

<u>Retirement System Personnel</u>		
Overtime Salaries	\$90,000	
Temporary Salaries	78,065	
Fringe Benefits	<u>22,750</u>	
Personnel Total		\$190,815
<u>Materials and Supplies</u>		
Postage	4,000	
Office Supplies	<u>3,000</u>	
Materials and Supplies Total		7,000
<u>City Attorney's Services</u>		15,000
<u>Contractual Services</u> (see detail following)	<u>1,360,288</u>	
Total Appropriation Request		\$1,573,103

Contractual Services Budget Detail

<u>Initial Planning/Design</u> (determining eligibility criteria, extracting eligible members, determining sources & uses of data, establishing procedures)		
		\$30,000
<u>Space and Equipment Rentals</u>		45,000
Calculations and Data Collection for 5,500 employees (\$47/hr x 15,261 hrs.)		717,288
<u>Communications</u>		
Preliminary Letter to 5,500 employees	\$7,000	
Phone System	30,000	
Information Kit to 5,500 (cover letter, personalized info., summary plan description, fact sheet, instructions, waiver form, return envelope, resource directory, misc. tax and other forms)	107,000	
Groups Meetings for eligible employees	32,000	
Individual Meetings w/ 2,000-2,500 employees	220,000	
Election Materials	<u>15,000</u>	
Communications Total		411,000
<u>System Support</u> (database set-up and implementation; merge w/ payment system and ERS' regular database)		147,000

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Actuarial/Accounting

10,000

Contractual Services Total

\$1,360,288

Comments:

1. Funding for the proposed supplemental appropriation request would be provided entirely from the Employees Retirement Trust Fund. The Employees Retirement Trust Fund is used for accumulating City (employer) and employee contributions and related investment income to pay retirees of the City. In addition to paying for retirement benefits, the Employees Retirement Trust Fund is used to fund some administrative costs.
2. Ms. Clare Murphy of ERS reports that the ERS has already received bids on the proposed contract from six firms. Mr. Kieran Murphy of the ERS reports that the six bids ranged from \$1.5 million to \$2.1 million. Mr. Murphy reports that the ERS has negotiated with a contractor, Towers, Perris, Foster and Crosby, to lower its bid to \$1,360,288.
3. Ms. Murphy estimates that it would take four hours to calculate benefits for each of the 5,500 employees eligible for early retirement, for a total of 22,000 hours. The proposed contractor has agreed to perform that service for \$717,288. According to Ms. Murphy, this information has been computerized only for the past five years and thus must be researched using microfiche and letter files based on information received from individual employees.
4. Although the ERS estimates that 1,500 eligible employees may take early retirement under Proposition A, Ms. Murphy advises that Early Retirement Programs tend to be unpredictable, and that many more or many fewer employees may in fact take advantage of these added retirement benefits should Proposition A be approved by the electorate.
5. The \$90,000 for overtime and \$78,065 for temporary salaries would pay for staff to oversee the contractor as well as work with the contractor to provide calculations of retirement benefits. The \$15,000 for the City Attorney's services would include legal assistance in reviewing the communications between ERS and employees, oversight and review of the contract, assistance in development of waivers for employees who retire before November 5, 1991 and for those who choose not to retire before the March, 1991, deadline.
6. Ms. Murphy states that the benefits created by Proposition A would only be effective from February 1, 1992 until the end

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of March, 1992, and therefore the City has a obligation to inform each employee of the specific benefits that he or she would receive under Proposition A.

7. According to Proposition A, at least 500 or 50 percent of the vacated, non-mandated positions, whichever is greater, of employees who retire early would be abolished. The Budget Analyst reported in August, 1991 to the Board of Supervisors that if 500 positions are abolished, the City would save an estimated \$25 million annually. Given an estimated cost of early retirement of \$4.5 million in the first year (1992-93), the net savings from early retirement during the first year is approximately \$20.5 million. If as many as 750 positions (50 percent of 1,500 positions) are abolished, the City would save a total of \$37.5 million. Using the first year estimated cost of \$4.5 million, the estimated net savings in the first year would be \$33 million, if 750 positions were abolished. On the recommendation of the Mayor, the Board of Supervisors, by a two-thirds vote, could restore some of these non-mandated positions which would then correspondingly reduce the net savings.

8. The proposed Supplemental Appropriation would authorize the expenditure of \$289,093 prior to the November 5, 1991 election, and the balance of \$1,284,010 would be reserved pending passage of Proposition A. With this \$289,093, the ERS plans to enter into a contract with Towers, Perris, Foster, and Crosby. According to Mr. Ted Wong of the ERS, that contract would contain a clause allowing the ERS to terminate the contract if Proposition A does not pass. The contract could be terminated, Mr. Wong reports, either on November 6, 1991, or when the contractor completed the current phase of the project. Mr. Wong reports that of the \$289,093, work costing \$98,775 would be of value even without the passage of Proposition A, while \$190,318 would not be of value without the passage of Proposition A. Mr. Wong advises that the \$98,775 work of value would include research and calculations pertaining to time worked that would add to an employee's retirement benefits, which might include temporary time worked or time worked in more than one department. This information would need to be calculated when the employee was ready to retire, whether or not Proposition A passed, Mr. Wong reports. This \$289,093 is based on ERS' estimates of the initial costs of implementation, including added personnel costs and the cost of the initial stages of the contract.

9. This \$289,093 was intended to be spent beginning October 15, 1991. The proposed Supplemental Appropriation could not

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be approved by the full Board of Supervisors before October 28, 1991. If Proposition A does not pass, the City would have spent \$289,093 toward an unnecessary contract for services. Although some of the work would be of use to the ERS even without the passage of Proposition A, that work would otherwise have been assimilated into the ERS regular budget at no additional cost to the City. Therefore, the proposed Supplemental Appropriation should be amended to reserve the entire requested amount of \$1,573,103 pending passage of Proposition A.

10. According to the Human Rights Commission, Towers, Perris, Foster and Crosby is not an MBE/WBE/LBE firm. However, Mr. Murphy reports that none of the other bidders are MBE/WBE firms, and Towers, Perris, Foster and Crosby was the only qualified bidder to negotiate at or below the \$1,360,288.

11. According to Mr. Wong, ERS has spent none of the proposed funds to date, but ERS staff has begun work on the proposed project.

Recommendation: Amend the proposed Supplemental Appropriation to reserve the entire requested amount of \$1,573,103 pending passage of Proposition A, and approve, as amended.

Item 11 - File 62-91-5

Note: This item was continued at the October 9, 1991 Finance Committee Meeting.

Department: Recreation and Park Department

Item: Ordinance approving a 20-year lease with Stow Lake Corporation for establishing and operating a boat rental, bicycle rental and snack bar concession at Stow Lake, Golden Gate Park.

Description: The proposed ordinance would authorize the City, as Lessor, to enter into a twenty-year lease with the Stow Lake Corporation, as lessee. The proposed lease would become effective pending authorization from the Board of Supervisors, and would expire twenty years from this effective date. Included in the premises of the proposed lease would be the Boathouse area, and area immediately adjacent to Stow Lake, including the paved area, docks, floats and boat hoist.

Ms. Lucinda Scanlon of the Recreation and Park Department reports that the Department advertised for lease bids State-wide in journals and periodicals, including the Human Rights Commission's list of minority periodicals. Ms. Scanlon reports that Stow Lake Corporation was the only firm to submit a proposal.

Under the terms of the proposed lease, the Stow Lake Corporation would agree to have a fleet of 58 boats available for rental, and increase the fleet to 82 boats by purchasing at least 24 new boats prior to the Summer of 1993, and have one gas power-driven patrol boat ready for immediate use at all times for emergency situations. Stow Lake Corporation would also operate a snack bar concession under the terms of the proposed lease. Stow Lake Corporation also anticipates operating a bicycle rental in the basement of the Boathouse area which would begin by June 15, 1992, and anticipates providing no less than 50 bicycles for rent, and producing a bike trail map for Golden Gate Park which would be made available with bike rentals. The Stow Lake Corporation also may select to sublease the bicycle rental operation, or not operate any bicycle rental operation, and return possession of the basement area of the Boathouse to the City. The City would then have the right to lease this space to another tenant. Stow Lake Corporation may also select to install and operate vending machines.

Comments:

1. The following is a comparison of the annual rents which the City would receive from Stow Lake Corporation under the current lease and the proposed lease:

	<u>Current Lease</u>	<u>Proposed Lease</u>
Minimum Annual Payment	\$30,000	\$120,000*
Percent of Gross Receipts Paid to the City:		
Boat Rentals	23.5	31
Snack Bar Concessions	17.5	21
Bicycle Rentals	No rentals	31*

* If bicycle rentals are operated by a sublessee, the City would receive 50 percent of the monthly flat rent paid to Stow Lake Corporation. If Stow Lake Corporation selects not to operate a bicycle rental operation and returns possession and control of the space to the City, Stow Lake Corporation's minimum annual rent would be reduced from \$120,000 to \$110,000 annually.

2. Mr. Cal Tilden, President of the Stow Lake Corporation has projected revenues for the proposed lease. Mr. Tilden indicates that these estimates are for a twelve month period and are based upon historic gross revenues, and assume the implementation of a new marketing program, expansion of the boat fleet, and the start-up of a bicycle rental operation. Based upon the gross revenue estimates supplied by the Stow Lake Corporation, the projected revenues to the City for five years under the proposed lease would be as follows:

Year 1	\$ 120,000
Year 2	139,000
Year 3	145,960
Year 4	153,280
Year 5	<u>160,910</u>
Total:	\$ 719,150

The Budget Analyst has estimated these projected revenues to the City based upon the amount of projected gross revenues provided by the Stow Lake Corporation. The Recreation and Park Department concurs with the projected revenues to the City.

3. Ms. Scanlon reports that the current lease with Stow Lake Corporation expired on August 31, 1991. However, Ms. Scanlon explains that currently Stow Lake Corporation is operating under a month-to-month agreement which extends the current terms of the lease through November 1, 1991. Ms.

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Scanlon also reports that if the proposed lease is not approved by the Board of Supervisors by January 1, 1992, the Stow Lake Corporation would owe the City on a monthly basis a total of ten percent of the gross receipts from boat rentals and snack bar concessions retroactively through November 1, 1991. Ms. Scanlon explains that this agreement was negotiated in order to expedite the approval of the lease.

4. Under the proposed lease, Stow Lake Corporation would be required to pay for telephone service, alarm system service, and the cost of bringing any new electrical, gas and plumbing installations into the Boathouse area.

5. The Recreation and Park Commission would have the right to review and approve increases in rates and charges for recreational activities, food and beverages.

6. Under the proposed lease, the Stow Lake Corporation would contribute \$20,000 during the first year of the lease for capital improvements to replace the boat hoist and floor of the snack bar area. Stow Lake Corporation would also contribute \$15,000 during the sixth year of the lease to be used for additional capital improvements in the Stow Lake Boathouse area. The improvements which would occur would be subject to approval by the Recreation and Park Commission.

7. Ms. Scanlon reports that the proposed lease is for twenty years because Stow Lake Corporation initially submitted a ten-year proposal, including an option which stated that when the contract would be put out to bid in ten years, the Stow Lake Corporation would have the right to match the highest bidder. Ms. Scanlon indicates that this would put the City at a disadvantage since other contractors would have no incentive to bid if their bids would be able to be matched by the Stow Lake Corporation. Therefore, the Recreation and Park Department negotiated a twenty-year lease with Stow Lake Corporation instead of a ten-year lease with an option to match the highest bidder.

8. In response to questions raised at the Finance Committee meeting on September 25, 1991, Mr. Tilden submitted the attached letter to the Recreation and Park Department. Mr. Tilden reports that if Stow Lake Corporation entered into a ten-year lease, the minimum would be reduced to the greater of \$80,000 annually, or 15 percent for food sales, 20 percent for boat and bike rentals and no capital contribution would be made in the fifth year. Mr. Tilden also reports that under a 15-year lease, Stow Lake Corporation would be willing to provide a minimum annual payment of the greater of \$94,000 or 17.5 percent on food and 23.5 percent on boats.

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9. The Budget Analyst notes that the Stow Lake Corporation, in advising the Finance Committee that if the lease were only approved for 10 years in lieu of 20 years, then the Stow Lake Corporation would pay the City a lower percentage of gross receipts than the City is currently receiving and that if only a 15-year lease were approved, then the Stow Lake Corporation would pay the City only the same percentages as the City is currently receiving. However, the current representations of the Stow Lake Corporation were made strictly in response to the inquiries of the Finance Committee, after the original negotiations with the Recreation and Parks Department were completed.

10. Mr. Phil Arnold of the Recreation and Park Department reports that, based on the Stow Lake Corporation's representations to the Finance Committee, the City would receive a minimum of \$400,000 less in total revenues under a 10-year lease rather than under a 20-year lease. The Budget Analyst notes, however, that approval of a 20-year lease does not provide the City with the opportunity to reevaluate the market conditions after 10 years, or whether greater revenues could be achieved through another lessee after 10 years. In addition, it is in Stow Lake Corporation's interest to approve a lease with the City since it has continued operations there for the past fifteen years.

11. The Budget Analyst continues to believe that approval of the proposed lease for 20 years is a policy matter for the Board of Supervisors. In addition, the Budget Analyst recommends that in the future, the Recreation and Park Department should not advertise for lease bids for a period of more than ten years so the City would have the opportunity to achieve potential greater revenues with another lessee.

Recommendation: Approval of the proposed lease for 20 years is a policy matter for the Board of Supervisors.

STOW LAKE CORPORATION

Post Office Box 590245
San Francisco, CA 94159

(415) 752-0347

(415) 221-7773

September 27, 1991

Mr. Phil E. Arnold
Assistant General Manager
Recreation and Park Department
McLaren Lodge, Golden Gate Park
San Francisco, Ca. 94117

Dear Phil:

This letter is in response to Supervisor Gonzalez's question at the September 25, 1992 Finance Committee meeting asking what rent we might be willing to pay if the lease term was reduced from 20 to 10 years. The question was precipitated by Mr. Harvey Rose's recommendation to limit the lease to 10 years.

I do not understand the benefit to the City of reducing the term considering it is a percent lease and the rent will increase in direct proportion to increases in our prices and marketing driven utilization. We can offer higher rent with the 20 year term knowing that our leasehold improvements, new equipment purchases and marketing will be of benefit and can be amortized over a 20 year period.

We are willing to enter into a 10 year lease if the percent rent is 15% for food sales, 20% for boat and bike rentals and no capital contribution is made in the fifth year. The minimum rent would be \$80,000.

We are also willing to enter into a 15 year lease (the same term as our recently expired lease) if the percent rent remains the same as we have been paying for 15 years: 17.5% on food and 23.5% on boats. The fifth year capital contribution would be \$5,000 and the minimum rent would be \$94,000. Our just expired 15 year lease had a \$30,000 minimum rent guarantee.

Except as set forth above, all other lease terms would remain unchanged.

Very truly yours,



Calvin B. Tilden, President

cc: Supervisors Gonzalez, Shelley & Hallinan
Harvey Rose

Item 12 - File 82-91-4

Department: Real Estate Department

Item: Ordinance authorizing the sale of two non-exclusive access easements of property owned by the City and County of San Francisco (Public Utilities Commission's Hetch Hetchy property in San Joaquin County), to Connolly Ranch, Inc. for the purpose of permitting limited pedestrian and vehicular access to and from the property.

Amount of Sale: \$5,000

Location: Portions of City-owned roads in San Joaquin County near Hetchy's Thomas Shaft (see attached map)

Description: The Department of Real Estate proposes to sell two non-exclusive access easements of property (parcels #1164 and 1009(1)) to the owners of Connolly Ranch, Inc. in order to allow the Connolly Ranch, Inc. owners legal use of the City-owned roads to access their property, which is used primarily for agricultural, and grazing purposes. Since these easements are non-exclusive, the Department could potentially, at some time in the future, sell easements, on these same City properties, to other property owners adjacent to the City-owned roads.

Comments:

1. The Real Estate Department reports that the sale of these easements will not interfere with the use of the property by the City of San Francisco. Under the terms of the grant of easement between the City and Connolly Ranch, Inc., the property owners would hold the City harmless against any claims, liability, damage or loss, which arises out of the use of these easements, with the exception of any injury or damage resulting solely from the willful misconduct or negligence of the City or its commission members, officers, agents or employees.
2. The Department advises that the sale of the easements does not require conformance with the Master Plan, or the Eight Priority Policies of Section 101.1 of the City Planning Code because, the property is located in San Joaquin County.
3. The Real Estate Department has determined that \$5,000 is a fair and reasonable amount for the sale of the two non-exclusive access easements.

Memo to Finance Committee
October 16, 1991

4. Mr. Carlos Jacobo of the Public Utilities Commission reports that the \$5,000 would be deposited to the PUC's Miscellaneous Revenue Account. Any expenditure from this account must be appropriated by the Board of Supervisors.

Recommendation: Approve the proposed ordinance.

Items 13, 14 and 15 - Files 30-91-19, 101-91-10, and 102-91-5

Note: These items were continued at the Finance Committee Meeting of October 9, 1991.

Departments: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)
Community Mental Health Services (CMHS)
Department of City Planning

Items: Resolution adopting final environmental impact report (File 30-91-19) finding that the construction of a Mental Health Skilled Nursing Facility at San Francisco General Hospital will not have a significant impact on the environment and making Proposition M findings.

Supplemental Appropriation Ordinance (File 101-91-10) appropriating \$23,000,000 for various capital improvement projects, for the creation of one (1) position and deletion of one (1) position, for fiscal year 1991-92.

Ordinance amending the Annual Salary Ordinance (File 102-91-5) reflecting the addition of one position and the deletion of one position in the Department of Public Health, San Francisco General Hospital, using funds from the 1987 Mental Health Skilled Nursing Facility Bond Program.

Description: In November of 1987, the voters approved a \$26,000,000 bond issue for the construction of a Mental Health Skilled Nursing Facility. The first bond sale occurred in June of 1988 for \$3,000,000. The City's second bond sale of \$23,000,000 for the Mental Health Skilled Nursing Facility occurred on June 19, 1991. To date, the City has expended funds from the first bond sale on facility design, drawings, project specifications, an environmental impact report, project management services, financial/legal services and a State plan review.

The proposed ordinance (File 101-91-10) would appropriate the \$23,000,000 in bond proceeds from the City's second bond sale for the construction phase and associated project management services for the project. The proposed Annual Salary Ordinance (File 102-91-5) would add one A942 L Senior Associated Administrator position, and delete one A942 W Senior Associated Administrator position in SFGH's budget, thereby reclassifying the position as a limited tenure position. The A942 L Senior Associated Administrator would act as the DPH's project manager for the proposed Mental Health Skilled Nursing Facility. The proposed resolution (File 30-91-19) would adopt the final EIR for the Mental Health Skilled

Nursing Facility which has been completed by the Department of City Planning.

The SFGH Mental Health Skilled Nursing Facility would include the construction of a 185-bed, sub-acute mental health care facility in two buildings, totalling about 90,000 square feet, with an outdoor activity area and landscaped open space. Under the proposed project, 145 parking spaces and loading area would be added, and 220 parking spaces and a vacant area would be eliminated. The proposed SFGH Mental Health Skilled Nursing Facility would be bounded by U.S. Highway 101, the SFGH Medical Center, and Potrero Avenue between 20th Street and 21st Street.

Comments:

1. The DPH reports that the proposed \$23,000,000 in bond funds (File 101-91-10) would be used as follows:

<u>DPH Project Management Services</u>	\$ 207,926
<u>Departmental Work Orders</u>	
Controller's Office-Financial Advisor	40,700
City Attorney's Office-Bond Counsel	12,500
CAO's Office-Bond Coordination	6,000
<u>DPW Construction Management</u>	1,108,074
<u>DPW Construction Costs</u>	<u>21,624,800</u>
Total Budget:	\$23,000,000

2. The DPH Project Management Services would be provided by an A942 Senior Associated Administrator. Ms. Ana Marino-Gosh of SFGH reports that the position would act as a liaison for the City throughout the construction of the Mental Health Skilled Nursing Facility, and the position would also have to be familiar with emergency treatment of mental health patients in order to assist with the transition of patients to the Mental Health Skilled Nursing Facility.

3. Because bond funds would be used to fund the A942 Senior Associated Administrator position, the proposed ordinance (File 102-91-5) would add an A942 L Senior Associated Administrator and delete a A942 W Senior Associated Administrator position from the Annual Salary Ordinance for 1991-92 in order to reclassify the position as a limited tenure position. A position designated as a limited tenure position must be justified by the Department in the line item explanations as part of the annual budgeting process.

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4. An A942 W Senior Associated Administrator position was added to the hospital work order fund at a salary of \$104,557. This position represented a substitution for a deleted 9750 Staff Assistant IX position which was funded through the \$3,000,000 in proceeds from the first bond sale for the proposed Mental Health Skilled Nursing Facility. The substitution results in an increase of \$28,158 in salary (from \$76,399 to \$104,557 annually). A portion of the A942 W Senior Associated Administrator's position continued to be funded through bond funds in order to provide DPH project management services for the proposed Mental Health Skilled Nursing Facility, although this employee also assumed additional duties related to SFGH operations. Ms. Susan Ehrlich of the DPH reports that the cost of this position upgrade is more than offset by the elimination of a 2143 Assistant Hospital Administrator position with a salary of \$71,000. Ms. Ehrlich indicates that the upgraded A942 W Senior Associated Administrator position performs the duties and responsibilities previously provided by two positions, the 9750 Staff Assistant IX and the 2143 Assistant Hospital Administrator.

5. In order to compensate the Mental Health Skilled Nursing Facility bond funds for the increase in salaries and services to SFGH operations, SFGH has agreed to pay for a portion of the salary to fund the A942 W Senior Associated Administrator position. As noted above, a portion of the A942 W Senior Associated Administrator position for DPH Project Management Services is funded through bond funds. The annual salary for the A942 W Senior Associated Administrator is \$104,557. Including fringe benefits, the position would cost approximately \$131,742 annually, or approximately \$395,226 through FY 1993-94. The portion of the salary and fringe benefits which would be funded through bond funds would be as follows:

FY 1991-92	\$ 720*
FY 1992-93	101,076
FY 1993-94	<u>106,130</u>
Total	\$207,926

*\$95,013 would be funded from the remainder of the proceeds from the first bond sale of \$3,000,000 for a total of \$95,733 for FY 1991-92.

6. Mr. Fred Weiner of the CAO's Office reports that the \$40,700 which is budgeted for the Controller's Office - Financial Advisor would be used to pay for services provided by Public Financial Management and Charles A. Bell Securities Corporation. Mr. Weiner indicates that these

BOARD OF SUPERVISORS
BUDGET ANALYST

firms were retained for the issuance of the bond sale. The \$12,500 which is budgeted for the City Attorney's Office Bond Counsel costs would be used to pay for counseling services provided by Brown, Wood, Arnelle and Hastie. Only Charles A. Bell is a City-certified as MBE firm. Mr. Weiner also reports that the \$6,000 budgeted for the CAO's Office Bond Coordination would be used to pay for in-house bond coordination services provided by the CAO's Office.

7. Mr. Jim Buker of the DPW's Bureau of Architecture reports that the \$1,108,074 which is budgeted for DPW Construction Management costs would be used as follows over approximately 26 months:

<u>DPW Construction Management</u>		\$ 386,000
Principal Architect	2 hrs/wk	
Senior Architect	5 hrs/wk	
Project Architect	32 hrs/wk	
Architectural Assistant	8 hrs/wk	
Secretary	8 hrs/wk	
 <u>DPW Construction Inspection</u>		 312,000
Senior Inspector	1 hrs/wk	
Inspector	40 hrs/wk	
 <u>Consultant Architect</u>		 348,000
Kaplan, McLaughlin, Diaz		
 <u>Contingency</u>		 <u>62,074</u>
(Approximately 5.6 percent)		
 Total Construction Management		 \$1,108,074

8. Mr. Tony Leong of the DPW's Bureau of Architecture reports that the Consultant Architect, Kaplan, McLaughlin, Diaz would be undertaking the proposed project as a joint venture with Gordon H. Chong & Associates which is a City-Certified LBE/MBE firm. In addition, the Mechanical Engineer, the Electrical Engineer, the Landscape Architect, and the Civil Engineer which would be subconsultants to Kaplan, McLaughlin, Diaz are City-certified as either MBE, WBE or LBE firms. Mr. Leong indicates that these City-certified subconsultants would perform over 50 percent of the subconsultant work.

9. Mr. Buker reports that the DPW anticipates bids for the construction contract would be issued in December, 1991, and construction is scheduled to be completed by approximately the end of FY 1993-94. Because the construction contract has not yet been issued, the Budget Analyst recommends that the

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BUDGET ANALYST

\$21,624,800 budgeted for construction be reserved pending the selection of a contractor, identification of the MBE/WBE/LBE status of the contractor and specific cost details. At the October 9, 1991 Finance Committee meeting, the Committee adopted this recommendation.

10. The Department of City Planning prepared and certified an Environmental Impact Report (EIR) for the project on October 25, 1990, and determined that the project would not have a significant effect on the environment. The proposed resolution (File 30-91-19) would adopt these findings. The Department of City Planning finds that there is no evidence that the proposed project would have a negative impact on the environment. These findings have been adopted pursuant to the California Environmental Quality Act (CEQA) and pursuant to Proposition M. As noted above, the proposed Skilled Nursing Facility upon completion would increase the number of parking spaces by 145, but also eliminate 220 parking spaces, resulting in a net loss of 75 parking spaces. Mr. Dave Felthom of the City Planning Department reports that a proposed restriping project would create a total of 101 additional parking spaces, which would replace the loss of 75 spaces and provide 26 additional parking spaces. Mr. Felthom also reports that after completion of construction of the Mental Health Skilled Nursing Facility, there would be a new demand for parking of 98 spaces, of which 26 spaces are available through the restriping of existing parking lots. Mr. Felthom advises that the EIR which the proposed resolution (File 30-91-19) would adopt has concluded that the remaining 72 spaces (98 spaces less 26 spaces) would have to be absorbed by existing on-street parking. According to Mr. Felthom, given the current shortage of parking in the area, the EIR has concluded that the incremental effect of having an additional shortage of 72 parking spaces would not have a negative impact on the environment. Due to concerns over the apparent general lack of parking in the residential and commercial areas surrounding SFGH, Mr. Felthom reports that an EIR has begun for the proposed construction of an 80,000 square foot, 1,400-stall public parking facility at 24th and Utah streets on property owned by the Public Utilities Commission's Municipal Railway.

11. Mr. Larry Meredith of the DPH reports that because of concerns about the availability of parking upon completion of the proposed Skilled Nursing Facility which have been raised by SFGH employees and area residents, the DPH is currently meeting with the Department of Parking and Traffic about the construction costs of the proposed 1,400-stall public parking facility. Mr. Tim Johnson of the Department of Parking and Traffic reports that the DPT has estimated that

BOARD OF SUPERVISORS
BUDGET ANALYST

public parking construction generally costs \$16,000 per stall. Based on an estimate of \$16,000 per stall and a proposed capacity of 800 stalls, the proposed new parking facility would cost approximately \$12.8 million to build. Mr. Johnson states that the DPT expects to sell revenue bonds to fund the construction of the proposed parking facility.

12. As reported in the Budget Analyst's report to the City Services Committee October 15, 1991 meeting, the Budget Analyst has been advised that an Amendment of the Whole will be introduced in Committee for a resolution (File 47-90-6) endorsing the construction of a parking facility at 24th and Utah Streets, which would urge the Mayor to urge the Health Commission and the Chief Administrative Officer to begin construction of a parking facility at 24th and Utah Streets in advance of the construction of the proposed Skilled Nursing Facility at SFGH; and urging that the construction of such a parking structure be completed earlier than, but certainly no later than April, 1994. The Department of Parking and Traffic estimates that construction of the parking facility could not begin before May of 1992. If that resolution (File 47-90-6) is approved by the Board of Supervisors, it could result in delaying the construction of the Skilled Nursing Facility, because the construction of the proposed Skilled Nursing Facility is scheduled to begin in December, 1991. Given that this proposed amendment has not yet been recommended to the entire Board of Supervisors, approval of these proposed items (Files 30-91-19, 101-91-10 and 102-91-5) are policy matters for the Board of Supervisors.

Recommendations: Approval of the proposed items (Files 30-91-19, 101-91-10 and 102-91-5) are policy matters for the Board of Supervisors.

Items 16 and 17 - Files 101-91-15.1 and 102-91-6.1

Department: Department of Public Health (DPH)
Community Mental Health Services (CMHS)

Items: Ordinance (File 101-91-15.1) appropriating \$117,085 for permanent salaries - miscellaneous and related mandatory fringe benefits, for the creation of two (2) positions, Public Health - Community Mental Health Services; subject of previous budgetary denial, for Fiscal Year 1991-92.

Ordinance (File 102-91-6.1) amending the Annual Salary Ordinance, 1991-92, Department of Public Health, reflecting the addition of two positions.

Amount: \$117,085

Source of Funds:	29th Street Clinic Reserve	
	Established in FY 1991-92 budget	\$100,000
	General Fund General Reserve	<u>17,085</u>
	Total	\$117,085

Description: The 29th Street Clinic provides outpatient mental health treatment to adult mentally ill clients.

The 1991-92 budget, as approved by the Board of Supervisors, established a total of \$1,079,000 in reserves to restore funding for DPH's health and human services programs. Included in these reserves was \$100,000 which was established for the restoration of the 29th Street Clinic. At the October 9, 1991 Finance Committee meeting, the Committee recommended appropriating a total of \$966,450 (File 101-91-15) of the \$1,079,000 in reserves to restore funding for these programs, leaving a balance of \$112,550. The proposed ordinance (File 101-91-15.1) would appropriate \$100,000 of these reserves for the 29th Street Clinic, and appropriate an additional \$17,085 in funding for the proposed ordinance (File 101-91-15.1) from the General Fund General Reserves.

The proposed ordinance (File 102-91-6.1) would amend the Annual Salary Ordinance to reflect the addition of the following positions for the 29th Street Clinic:

**Positions to
be added:**

<u>Class</u>	<u>Personnel</u>	<u>FTE</u>	Maximum Annual <u>Salary</u>	Total Maximum <u>Salaries</u>
CMHS				
2930	Psychiatric Social Worker	2.00	\$48,598	\$97,196

On an annual basis, these two positions would cost approximately \$121,495 at the top step including fringe benefits.

Comments:

1. The DPH reports that the proposed \$117,085 would be used as follows:

<u>Personnel</u>	<u>FTE</u>	
2930 Psychiatric Social Worker	1.00	\$ 48,598
2232 Sr. Physician Specialist	.50	40,138
Fringe Benefits		<u>28,349</u>
Total	1.50	\$117,085

2. The above listed budget includes only one FTE 2930 Psychiatric Social Worker positions because the proposed request would reinstate two half-time 2930 Psychiatric Social Workers, and a half time Senior Physician Specialist.

3. As noted above, funding for the 29th Street Clinic Restoration is \$17,085 greater than the \$100,000 reserve which was established to restore funding for the program. However, the programs which would be restored in the Finance Committee's recommended appropriation of reserves totalling \$966,450 (File 110-91-15) only require a total of \$949,365, a difference of \$17,085, which would be returned to the General Fund General Reserve. This difference of \$17,085 would be the source of funds for the proposed 29th Street Clinic restoration. Given that the program amount differs for the 29th Street Clinic than the amount which was established by the reserve, both of the proposed ordinances (File 101-91-15.1 and 102-91-6.1) are policy matters for the Board of Supervisors.

4. The above-listed budget reflects funding for 1.50 positions. Ms. Susan Ehrlich of the DPH reports that the proposed ordinance (File 101-91-15.1) would include funding for an additional .50 FTE to the 2232 Sr. Physician Specialist which is already included in the Department's FY 1991-92 budget and therefore it is not listed as part of the proposed Annual Salary Ordinance (File 102-91-6.1).

BOARD OF SUPERVISORS
BUDGET ANALYST

5. Ms. Ehrlich states that because the Finance Committee recommended to reinstate the above-listed programs during the budget hearings, the DPH has continued to fund the above listed 1.50 positions since July 1, 1991 using the Department's Salary monies. The requested funds would reimburse the Department's Salary account.

6. Ms. Florence Stroud of the DPH reports that both the 29th Street Clinic and the South of Market Clinic located on Jessie Street specialize in providing outpatient mental health treatment to the Filipino community. However, Ms. Stroud indicates that the most severely emotionally disturbed population in need of outpatient treatment are located at the South of Market Clinic on Jessie Street. Therefore, Ms. Stroud reports that the DPH wants to reassign a half-time 2930 Psychiatric Social Worker to the South of Market Clinic rather than assign this position to the 29th Street Clinic. This would leave only one half-time Psychiatric Social Workers at the 29th Street Clinic. Therefore, if the other half-time 2930 Psychiatric Social Worker is reassigned to the South of Market Clinic, the 29th Street Clinic Services would not be reinstated to its FY 1990-91 level.

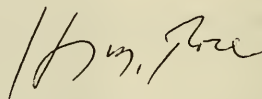
7. Given that the Board of Supervisors established the \$100,000 reserve in the 1991-92 budget specifically to restore funding to the 29th Street Clinic, but the DPH wants to reassign a half-time 2930 Psychiatric Social Worker to the South of Market Clinic, approval of both of the proposed ordinances (File 101-91-15.1 and 102-91-6.1) are policy matters for the Board of Supervisors.

8. Given the annual cost of \$48,598 for the addition of two new half-time positions at the top step, plus the annual cost of \$40,138 for the half-time 2232 Senior Physician Specialist, the additional cost of fringe benefits and the general uncertainty of the fiscal condition of the City in FY 1992-93, the Budget Analyst recommends that the proposed Salary Ordinance (File 102-91-6.1) be amended to designate the two positions as L - Limited Tenure positions in order for the City to evaluate whether funding for these positions can continue for FY 1992-93.

9. Since the above listed items requested in the proposed supplemental appropriation ordinance (File 101-91-15.1) were previously denied in the Mayor's recommended budget to the Board of Supervisors, the proposed ordinance must be adopted by a two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter.

Recommendations: 1. Amend the proposed ordinance to designate the 2 positions Psychiatric Social Worker positions as L-Limited Tenure positions.

2. Since the program amount for the 29th Street Clinic is greater than the \$100,000 reserve which was established to restore funding for the program, and since the DPH wants to redirect funding from the 29th Street Clinic to the South of Market Outpatient Clinic, approval of both of the proposed ordinances (File 101-91-15.1 and 102-91-6.1) are policy matters for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

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23/91
CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

WEDNESDAY, OCTOBER 23, 1991 - 2:00 P.M. ROOM 228, CITY HALL

OCT 21 1991

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

SAN FRANCISCO
PUBLIC LIBRARY

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a. File 28-91-11. [Airport Administration] Resolution approving a declaration of emergency, reinstallation of sectionalizing boxes A243 A & B - San Francisco International Airports - \$100,000. (Airports Commission)
 - b. File 61-91-2. [Contract Award Extension] Resolution approving an extension of time of eighty days to award Municipal Railway Contract No. MR-1026, Presidio Trolley Coach & General Office Facility, Rehabilitate HV System of the General Administrative Office. (Public Utilities Commission)
 - c. File 68-91-5. [Emergency Services] Resolution authorizing the Director, Mayor's Public Safety Office and Emergency Services, and the Deputy Director, Mayor's Public Safety Office, to execute certain documents relating to financial assistance under Federal Civil Defense Act of 1950, as amended, and rescinding Resolution No. 568-90. (Supervisor Shelley)
 - d. File 146-91-71. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to accept and expend a grant up to the amount of \$2,231,619 from the State of California, Department of Alcohol and Drug Programs for substance abuse treatment and linkage services to the homeless. (Department of Public Health)
 - e. File 147-91-4.1. [Grant - Federal Funds] Resolution authorizing the City Librarian to accept and expend funds not to exceed \$70,000 available from the Library Services and Construction Act for 1991/92, for the Partnership for Change Program; companion to File 147-91-4. (Public Library)

- f. File 172-91-17. [Contract-In-Home Supportive Services] Resolution finding that the General Manager of the Department of Social Services of the City and County of San Francisco has complied with the requirements of the Administrative Code and the Charter of the City and County of San Francisco and the provisions of the Welfare and Institutions Code pertaining to the award of the In-Home Supportive Services contract. (Supervisor Shelley)
- g. File 100-91-1.4. [Release of Funds] Requesting release of reserved funds, Airports Commission, in an amount totalling \$2,750,000, for five professional and contractual service funds on reserve pending review of the MBE/WBE status (AMPCO Parking \$2,065,000, Polaris Research & Development \$450,000, Lazard Freres/Grigsby Brandfor Powell, \$110,000 General Railway Signal, \$55,000 and Net Pacific, \$70,000). (Airports Commission)
- h. File 101-90-46.1. [Release of Funds] Requesting release of reserved funds, Port, in the amount of \$340,300, previously reserved under Ordinance 87-91, for earthquake repair work at Pier 45. (Supervisor Gonzalez on behalf of Port)

(Consideration continued from 10/16/91)

ACTION:

REGULAR CALENDAR

- 2. File 170-91-6. [Bond Approval] Resolution authorizing the issuance, sale and delivery of City and County of San Francisco variable rate revenue bonds to finance an acoustical renovation program at Davies Symphony Hall by the San Francisco Symphony. (Supervisor Achtenberg)

ACTION:

- 3. File 127-91-13. [Business/Payroll Expense Tax Exemptions] Ordinance amending Article 12-A of Part III of San Francisco Municipal Code (Payroll Expense Tax Ordinance) by amending Section 906 thereof to exempt from tax any tenant of the Port of San Francisco whose principal business is ship repair and whose workforce consists of at least thirty percent of San Francisco residents, and to also exempt any subcontractor of any such exempt ship repair business which derives at least seventy percent of its revenues from the ship repair industry; and amending Article 12-B of Part III of the San Francisco Municipal Code (Business Tax Ordinance) by adding Section 1005.5 thereto to exempt from tax any tenant of the Port of San Francisco whose principal business is ship repair and whose workforce consists of at least thirty percent of San Francisco's residents, and to also exempt any subcontractor of any such exempt ship repair business which derives at least seventy percent of its revenues from the ship repair industry; operative date. (Supervisor Gonzalez)

ACTION:

- 4. File 7-91-13. Hearing to consider reviewing the policies and procedures implemented at Municipal Railway regarding employee overtime pay. (Supervisor Gonzalez)

ACTION:

5. File 98-91-3. [Budget Analyst] Motion exercising the first option set forth in the agreement to provide Budget Analyst services between the Board of Supervisors and Stanton W. Jones and Associates/Debra A. Newman/Rodriguez, Perez, Delgado & Company Certified Public Accountants/Harvey M. Rose Accountancy Corporation Certified Public Accountants/Wallace, Mah & Louis Certified Public Accountants – A Joint Venture, to extend the term of the agreement from January 1, 1992 to December 31, 1993. (Clerk of the Board)

(Recommended from Administration & Oversight Committee 10/8/91 – Fiscal Impact)

ACTION:

6. File 268-90-1. [Claim Refund] Requesting property tax refund for taxes paid on the property at 2749 Hyde Street for the Fiscal Year 1990, pursuant to the provisions of Section 202.2 of the Revenue and Taxation Code of the State of California. (Dennis Jones on behalf of California School of Professional Psychology – Assessor)

(Consideration continued from 10/16/91)

ACTION:

7. File 268-90-2. [Claim Refund] Requesting property tax refund for taxes paid on the property at 1663 Mission Street for Fiscal Years 1986-89, pursuant to the provisions of Section 202.2 of the Revenue and Taxation Code of the State of California. (Jocelyn Wong on behalf of U.C. Berkeley – Assessor)

(Consideration continued from 10/16/91)

ACTION:

8. File 123-91-1. [Sidewalk] Ordinance amending Public Works Code, by amending Section 706 thereof, requiring abutting owners to maintain safe condition and establishing liability in tort for failing to maintain in a safe condition. (Department of Public Works)

(Recommended from Administration & Oversight Committee 10/8/91 – Fiscal Impact)

ACTION:

9. File 65-91-3.1. [Lease Amendment] Ordinance approving Amendment No. 1. to agreement to furnish scoreboard and other related services (Sony Scoreboard Agreement – Candlestick Park). (Recreation & Park Department)

ACTION:

10. File 97-91-53. [Public Health Contracts] Ordinance amending Administrative Code by adding Section 19A.26 to permit the Department of Public Health to enter into agreements with the Westside Community Mental Health Center enabling the Department of Public Health to provide medical services. (Department of Public Health)

ACTION:

11. File 101-91-19. [Government Funding] Ordinance appropriating \$99,259, Superior Court, for permanent salaries, mandatory fringe benefits and fees and other compensation, for the creation of one position; companion measure to File 102-91-7. RO #91086. (Controller)

ACTION:

12. File 102-91-7. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Superior Court, reflecting the addition of one position (Classification 0589 Court Assistant); companion measure to File 101-91-19. (Civil Service Commission)

ACTION:

Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

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SF Public Library (2)
Document Section

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23/91
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 23, 1991

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst - Recommendation 2

OCT 22 1991

SUBJECT: October 23, 1991 Finance Committee Meeting

SAN FRANCISCO
PUBLIC LIBRARY

Item 1a - File 28-91-11

Department: Airports Commission

Item: Resolution approving a declaration of emergency repair, involving the reinstallation of Sectionalizing Boxes A243 A and B (electrical power cable and sectionalizing switches).

Amount: \$100,000

Source of Funds: Operating Funds (Airline and Airport tenant charges)

Description: The Airport reports that on June 14, 1991, an Airport water main burst in the North Field area, in front of the Standard Oil Tank Farm, causing the foundation for the electrical equipment to fail, leaving the North Field area without a permanent power source. This area includes Arco, Standard Oil and the Shell Oil Tank Farms, which provide fuel for aircraft, the City-owned Water Quality Control Plant and San Francisco City College.

The Airport declared that an emergency condition existed due to the power failure on June 14, 1991. The Airport Commission passed a resolution formally declaring this an emergency on July 2, 1991.

Mr. Ernie Eavis of the Airport reports that in accordance with Section 6.30 of the Administrative Code, the Department used expedited bid procedures to retain a contractor to perform the necessary electrical repair work. The Department selected Millard Fong, a certified MBE firm. Mr. Eavis advises that the repair work was completed on August 15, 1991. The total cost of the repair work was \$93,760.

Comment: The proposed legislation includes an amount of \$100,000 for the electrical repair work. As noted above, the actual cost of the repair work was \$93,760. Therefore, the legislation should be amended to reflect \$93,760, instead of \$100,000.

Recommendation: Amend the legislation to reflect \$93,760 instead of \$100,000 for the electrical repair work and approve the legislation as amended.

Item 1b - File 61-91-2

Department: Municipal Railway (MUNI)

Item: Resolution approving an extension of time of 111 days to award Municipal Railway contract No. MR-1026, Presidio Trolley Coach and General Office Facility: Rehabilitation of heating and ventilation system of the General Administrative Office

Description: MUNI received an Urban Mass Transit Administration (UMTA) grant to rehabilitate the heating and ventilation system of the General Administrative Offices of the Trolley Coach facility located at 949 Presidio Avenue. MUNI's Engineering Section estimated the cost of the rehabilitation to be \$292,500.

On May 8, 1991, MUNI received the following five bids to rehabilitate the heating and ventilation system:

Van Mulder Sheet Metal San Leandro, CA.	\$160,900
T & M Sheet Metal San Francisco, CA	168,168
Alart Mechanical San Francisco, CA	174,836
N.V. Heathorn Oakland, CA	177,524
Angotti and Reilly San Francisco, CA	283,000

The apparent low bidder was Van Mulder Sheet Metal of San Leandro, California. However, the PUC's Office of MBE/Affirmative Action Contracts Compliance determined that Van Mulder Sheet Metal did not exercise good faith efforts to meet the Disadvantaged Business Enterprise (DBE) goals specified in the contract and as required by UMTA. Therefore, the Public Utilities Commission (PUC) has recommended that the contract be awarded to T & M Sheet Metal Company of San Francisco, California, a 100 percent owned DBE.

UMTA defines a DBE as a business that is at least 51 percent owned and controlled by members of socially and economically disadvantaged groups. Socially and economically disadvantaged groups are defined as Black or African Americans, Hispanic or Latino Americans, Asian and Pacific Islander Americans, Women, and Disabled.

Because the PUC was unable to award the rehabilitation contract to the lowest responsive bidder within 30 days of the receipt of bids, the PUC is requesting an extension of 111 days time to allow the MUNI to award the contract to T & M Sheet Metal Company.

Comment:

1. According to Ms. Rosa Rankin of MUNI's Engineering Division, UMTA requires a DBE participation goal of 30 percent for construction contracts. Van Mulder Sheet Metal is not a DBE and did not include DBE participation of at least 30 percent in its bid. Therefore, the PUC's Office of MBE/Affirmative Action Contract Compliance determined Van Mulder's bid to be unresponsive. As noted above, the PUC has recommended awarding the contract to T & M Sheet Metal, a 100 percent DBE.

2. Ms. Rankin states that the City's Human Rights Commission does not certify the DBE status of contractors bidding on UMTA funded projects. Instead, local review boards appointed by the Metropolitan Transportation Commission certify contractors as DBEs.

3. Although the title of the resolution specifies an extension of time of 80 days to award the contract, the text of the proposed resolution specifies an extension of time of 111 days. The 111 days represents the approximate amount of time that elapsed before the PUC announced the award of the contract to T & M Sheet Metal. The PUC announced the award of the contract to T & M Sheet Metal on September 24, 1991, subject to the Board of Supervisors authorization of the extension of time to award the contract. Because the actual elapsed time to award the contract will be approximately 150 days, the proposed resolution should be amended to change the extension time from 80 days to 150 days.

Recommendation: Amend the proposed resolution to change the extension time to 150 days. Approve the proposed resolution as amended.

Item 1c - File 68-91-5

Department: Mayor's Public Safety Office and Emergency Services

Item: Resolution to authorize the Director, Mayor's Public Safety Office and Emergency Services and the Deputy Director, Mayor's Public Safety Office to execute certain documents relating to financial assistance under the Federal Civil Defense Act of 1950, as amended, and to rescind Resolution 568-90.

Description: Resolution 568-90 (File 68-90-10), which the Board of Supervisors approved in July 1990, authorizes two persons to execute documents relating to financial assistance under the Federal Civil Defense Act of 1950. The proposed resolution would rescind Resolution 568-90, would recognize staff and title changes and would notify the State Office of Emergency Services of these changes (the State Office of Emergency Services administers the distribution of Federal Civil Defense Act of 1950 funds to local agencies). The persons authorized by the City to execute such documents for grants and direct emergency assistance through the State Office of Emergency Services are as follows:

Currently Authorized Persons(per Resolution 568-90)

Gayle Orr-Smith; Acting Director of Emergency Services

James E. Buick; Director, Mayor's Public Safety Office

Proposed Authorized Persons

Gayle Orr-Smith; Director, Mayor's Public Safety Office and Emergency Services

Anne Kronenberg; Deputy Director, Mayor's Public Safety Office

Comment: Under the Federal Civil Defense Act of 1950, Federal funds are made available at the State and local agency level for emergency planning for civil defense and natural disasters. Funds are initially allocated from the Federal government to the State Office of Emergency Services. The State Office, in turn, allocates funds for cities or counties at the local agency level. The Mayor's Public Safety Office and Emergency Services has been designated by the City to receive and monitor these funds.

Recommendation: Approve the proposed resolution.

Item 1d - File 146-91-71

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health to
accept and expend a continuation State grant.

Grant Amount: Up to \$2,231,619

Source of Grant: State of California, Department of Alcohol and Drug
Programs

Grant Period: November 1, 1991 to June 30, 1994

Project: San Francisco Homeless Addiction and Long-term
Treatment Program (HALT)

Description: The Board of Supervisors previously authorized the DPH to
apply for, accept and expend new State grant funds in the
amount of \$768,381 for the period November 1, 1990 through
October 31, 1991 for the HALT Program (File 146-90-80). The
\$768,381 grant allocation was a portion of a total State grant
award commitment of \$3,000,000, for the period November 1,
1990 through October 31, 1993. The proposed \$2,231,619,
represents the remainder of the \$3,000,000 State grant award.
The DPH advises that of the \$768,381 initially allocated for
this program, only \$447,923 was expended. As such, the State
has extended the grant period for the expenditure of the
\$3,000,000 from October 31, 1993 through June 30, 1994.

The HALT Program is designed to provide comprehensive
substance abuse treatment services to homeless persons in
San Francisco. The Program will continue a 40 bed
residential program (four to six months) operated by Walden
House, Inc., a non-profit community-based organization and
will add a 24-hour (seven days per week) drop-in center to
accommodate approximately 75 homeless persons at any
given time. The residential treatment program will provide
case management, counseling, relapse prevention education
and linkage to community resources. The drop-in center
would provide social services, medical assessment,
counseling, linkage to community resources, light snacks,
mail services and shower and laundry facilities.

The HALT Program also includes a program evaluation
component to assess the effectiveness of the Program's
procedures and methodology, as well as to monitor the
success rate of the Program in promoting recovery and

BOARD OF SUPERVISORS
BUDGET ANALYST

preventing repeated substance abuse. The DPH's contract with Walden House, Inc. for the provision of residential treatment services, also includes funding for staff to conduct the program evaluation. Mr. Jim Curtiss of the DPH reports that the funding for the program evaluation component was included in DPH's contract with Walden House Inc., in order for the Department to expedite the process of hiring staff for this component. According to Mr. Curtiss, the Department was under a time constraint to have the program evaluation component in place at the start-up of the program and did not have sufficient time to hire staff through the Civil Service process. Mr. Curtiss advises that DPH staff were responsible for selecting and hiring the staff for the evaluation study. The staff which were hired are affiliated with the University of California at San Francisco. DPH staff are also responsible for the on-going monitoring of the program evaluation staff and are responsible for signing the staff's time sheets.

**No. of Persons to
be Served:**

Residential Treatment - 175 persons annually
(14,600 bed days)

Drop-In Center - 75 persons per day

Project Budget:

Fiscal Year 1990-91

Walden House, Inc.

Residential Treatment	\$333,000	
Program Evaluation	<u>114,923</u>	
Subtotal		\$447,923

Fiscal Year 1991-92

Walden House, Inc.

Residential Treatment	433,379	
Program Evaluation	<u>149,565</u>	
Subtotal		582,944
Drop-In Center		417,056

Fiscal Year 1992-93

Walden House, Inc.

Residential Treatment	433,379	
Program Evaluation	<u>149,565</u>	
Subtotal		582,944
Drop-In Center		417,056

Fiscal Year 1993-94

Walden House, Inc.

Residential Treatment	100,379	
Program Evaluation	<u>34,642</u>	
Subtotal		135,021
Drop-In Center		<u>417,056</u>
Total		\$3,000,000 *

* As noted above, DPH has received Board of Supervisors approval for acceptance and expenditure of \$768,381 of the total \$3,000,000. The balance of \$2,231,619 is the subject of the proposed resolution.

Local Match: None

Indirect Costs: None - The State does not allow indirect costs

Comments:

1. The DPH, through its RFP process, recently selected California Chemical Awareness and Treatment Services (CATS), a non-profit agency, to provide the HALT Program's drop-in center services. The Department anticipates the drop-in center will begin operation by the end of December 1991.

2. As noted above, grant funds would fully fund the HALT Program through June 30, 1994. The DPH reports that if additional State funds are not available at that time, the Program would be terminated.

3. The DPH advises that the proposed grant funds are an augmentation to the original grant funds received for this program. As such, the Department was not required to submit an application for these funds.

4. As noted above, the State does not allow indirect costs in the proposed grant. Therefore, the resolution should be amended in both the body and title to indicate that indirect costs are not included in the proposed grant because their inclusion is not permitted by the grantor.

5. The DPH has submitted a Disability Access Checklist, which is in the file.

6. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed State grant.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
October 23, 1991

Recommendation: Amend the proposed legislation to indicate that indirect costs are not included in the proposed grant because their inclusion is not permitted by the grantor, and approve the legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor: State of California, Department of
Alcohol and Drug Programs

Contact Person: Merle Yamasaki

Address: 1700 K Street
Sacramento CA

Amount Requested: \$ 2,231,619

Term: From 11/1/91 To 6/30/94

Health Commission _____

Division: Mental Health, Substance Abuse and
Forensic Services

Section: Community Substance Abuse Services

Contact Person: Wayne Clark, Ph.D.

Telephone: 255-3500

Application Deadline: N/A

Notification Expected: N/A

Board of Supervisors: Finance Committee _____
Full Board

I. Item Description: Request to accept and expend a continuation augmentation to a grant in the amount of \$2,231,619 from the period of November 1, 1991 to June 30, 1994 to provide substance abuse addiction treatment linkage services to the homeless.

II. Summary:

CSAS applied for these services for the first year of this grant project in the amount of \$768,381 for the term November 1, 1990 through October 31, 1991 (Res. No. 941-90, File No. 146-90-80, a copy of which is attached hereto for reference). The project is designed to provide comprehensive substance abuse (Continued on Page 1b attached)

III. Outcomes/Objectives:

Through this project, CSAS hopes to provide 40 residential beds continuously at Walden House, a drop-in center accommodating 50 to 100 persons at a time, and an evaluation component to measure the program's success.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these grant funds will result in a corresponding scaling down/reduction or termination of program services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig. 11/90-10/91	Col. C Proposed 11/91-6/94	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	\$768,381	2,231,619	1,463,238	N/A	N/A
Personnel		-0-	-0-	-0-		
Equipment		-0-	-0-	-0-		
Contract Svc.		\$768,381	2,231,619	1,463,238		
Mat. & Supp.		-0-	-0-	-0-		
Facilities/Space		-0-	-0-	-0-		
Other		-0-	-0-	-0-		
Indirect Costs		*	*	*		

VI. Data Processing

costs included above)		-0-	-0-	-0-		
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VII. Personnel

FTE CSC		N/A	N/A	N/A		
FTE CSC		N/A	N/A	N/A		
Contractual		**	**	**		

The State of Calif., DADP doesn't allow indirect costs. For the Commission's info., 10% of our annual DADP allotment is spent on program administration.

*Actual contractual FTEs will be available for Commission review concurrent with contract approval.

The drop-in center services are currently in the RFP process.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: Not applicable.

Will grant funded employees be retained after this grant terminates? If so, How?

Are these services are provided through contracts, contractor's employees hired through these funds will have employment terminated concurrent with grant termination.

VIII. Contractual Services: Open Bid _____ Sole Source X (if sole source, attach Request for Exemption Form)

Item 1e - File 147-91-4.1

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to accept and expend continuation Federal grant funds.

Amount of Grant: Not to exceed \$70,000

Source of Funds: Library Services and Construction Act Funds for 1991-92, through the California State Library

Grant Period: October 1, 1991 through September 30, 1992

Grant Project: Partnership for Change Program at the Mission Branch Library

Project Description: The Board of Supervisors previously authorized the DPH to apply for the proposed grant funds (File 147-91-4). The Public Library is planning to use these proposed Federal grant funds to continue to develop and promote library partnerships with ethnic communities and community agencies. Additionally, the Public Library is looking at new service models for reaching ethnic populations not currently using the Public Library and evaluating current services for relevance to diverse community needs. The proposed services would be aimed primarily at the following:

1. A multi-level outreach program to develop an awareness of Public Library services in the community and to directly introduce recent immigrants to these Public Library services.

2. An expansion of Public Library resources aimed at substantially increasing materials in Spanish and that builds popular collections in Chinese and Vietnamese.

Other components of the project would include, but not necessarily be limited to, public access to computers in order to narrow the computer literacy gap in low-income immigrant populations; typewriters for public use and Public Library orientations for adult English as a second language and basic education classes.

Project Budget:	Personnel Cost (1.1 FTE)	
	1 Librarian (26 hrs./wk)	\$23,953
	1 Library Asst. (18 hrs./wk)	10,762
	Fringe Benefits	<u>10,369</u>
	Subtotal	45,084

BOARD OF SUPERVISORS
BUDGET ANALYST

Library Materials	10,000
Operating Expenses	4,293
Indirect Costs (5% of total grant)	<u>\$3,123</u>
Total	\$62,500

Local Match: \$5,000 (See Comment #2 below).

Indirect Cost: \$3,123 or 5 percent of the total grant award.

Comments:

1. As noted above, the proposed grant period began on October 1, 1991. Ms. Neel Parikh of the Public Library reports that these services have continued to be provided even though the Public Library has not previously requested the Board of Supervisors to accept and expend the proposed grant funds. Ms. Parikh also reports that the grant-funded personnel have been paid through the Department's General Fund Permanent Salaries account in order to continue the services. Ms. Parikh indicates that this account would be reimbursed when the grant funds are received. Therefore, the proposed grant should be amended to authorize the Public Library to accept and expend the proposed grant funds retroactively.

2. The grantor would give the City \$5,000 for library materials unless matching funds were contributed by the City. The City could receive an additional \$5,000 (a total of \$10,000) for library materials by contributing at least \$5,000 for library materials with City funds. Matching City funds of \$5,000 are included in the Public Library's book budget for FY 1991-92. Therefore, the proposed resolution should be amended to indicate that the Public Library is requesting a local match from the City in the amount of \$5,000.

3. This is the last year of a three-year grant program. The Public Library received Federal grant amounts of \$202,600 and \$135,000 for fiscal years ended 1989-90 and 1990-91, respectively. The proposed grant for 1991-92 is \$62,500 or approximately 54 percent less than the prior fiscal year. Grant funds were reduced to the City each fiscal year that the program was funded in order to allow the City to gradually increase City funds for this program. The City has for each year of the three-year grant program increased its funding for the program. The City is currently contributing a total of \$133,855 as in-kind Personnel for this program.

4. Library Materials, including the requested City match of \$5,000, would be composed of the following items, primarily for the Spanish speaking:

Books	\$11,250
Videos	1,500
Audio Cassettes	1,500
Software	<u>750</u>
Total	<u>\$15,000</u>

5. Operating Expenses would be composed of the following:

Public relations printing	\$3,793
(i.e. newsletter, flyers, etc.)	
Office supplies	<u>500</u>
Total	<u>\$4,293</u>

6. As noted above, indirect costs in the amount of \$3,123 or five percent of the total grant award are included as part of the proposed grant. However, the proposed resolution does not state the amount of indirect costs which would be included as part of the title of the proposed resolution. Therefore, the proposed resolution should be amended to include \$3,123, which is five percent of the total grant award, in the title of the proposed resolution.

7. Attached is the "Summary of Grant Request" as completed by the Public Library.

8. A copy of the Public Library's "Disability Access Checklist" is in the file.

Recommendations:

1. Amend the proposed resolution to authorize the Public Library to accept and expend a continuation Federal grant retroactively.
2. Amend the proposed resolution to indicate that the Public Library is requesting a local match from the City in the amount of \$5,000.
3. Amend the proposed resolution to include \$3,123, which is five percent of the total grant award, in the title of the proposed resolution.
4. Approve the proposed resolution as amended.

Grantor California State Library
 Contact Person Liz Gibson
 Address 1001 6th Street, Suite 300
Sacramento, CA 95814

Division Library
 Section Mission Branch
 Contact Person Neel Parikh
 Telephone (415) 557-4353

Amount Requested \$ 67,500
 Term: From Oct 1, '91 To Sep 30, '92
 Health Commission July 2, 1991

Application Deadline 6/3/91
 Notification Expected 9/6/91

Board of Supervisors: Finance Committee _____
 Library Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to) a grant in the amount of \$ 62,500 from the period of Oct 1, '91 to Sep 30, '92 to provide _____ recent immigrant _____ service

II. Summary: (Concise history; need statement; number & groups served; services and providers)

Federal grant funds to develop and promote library partnerships with ethnic community and community agencies. Additionally, the Public Library is looking at new service models for reaching ethnic populations not currently using the Library and evaluating current services for relevance to diverse community needs.

III. Outcomes/Objectives:

a. A multi-level outreach program to develop an awareness of Public Library services in the community and to directly introduce recent immigrants to these Public Library services. b. An expansion of Public Library resources aimed at substantially increasing materials in Spanish and that builds popular collections in Chinese and Vietnamese.

IV. Effects of Reduction or Termination of These Funds:

Fewer services/video/audio/book materials will be available to serve the Spanish-speaking and Asian populations of the Mission neighborhood.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved
Grant Amount \$	179,310	139,860	62,500			
Personnel	65,825	110,860	45,084			
Equipment	26,400	0	0			
*Contract Svc.	0	0	0			
Mat. & Supp.	39,800	7,000	4,293			
Facilities/Space	0	0	0			
Other/librarians	38,500	15,000	10,000			
Indirect Costs	8,785	7,000	3,123			

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC				
P/T CSC			49,832	
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Library budget

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, retained through Civil Service seniority.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Proposals Form)

Item 1f - File 172-91-17

1. The proposed resolution would find that the Department of Social Services (DSS) has complied with the requirements of the Administrative Code and the Charter of the City and County of San Francisco and the provisions of the Welfare and Institutions Code pertaining to the award of the In-Home Supportive Services contract. If this resolution is approved, it will authorize the final one-year renewal of an existing contract with National Homecare Systems for the period December 1, 1991 to November 30, 1992. National Homecare Systems was initially awarded a contract by DSS to provide services in December, 1989, as a result of a competitive bidding selection process. The contract would go out for competitive bid again in the Fall of 1992.

2. In-Home Supportive Services (IHSS) include domestic care, non-medical personal care and protective supervision services provided for the purpose of delaying or preventing out-of-home placement of the aged, blind or disabled by enabling them to remain in or return to their homes and thus avoid inappropriate institutionalization. IHSS services are provided to approximately 7,100 recipients monthly. Of these, approximately 1,556 cases are currently served under the National Homecare Systems contract. The balance of the IHSS cases are served by individual non-contract IHSS workers who are hired directly by their clients. The IHSS contract serves clients needing fewer hours of service (an average of 39 hours per month per case as compared to an average of 80 hours per month per case served by individual workers).

3. The proposed 1991-92 rate for the IHSS contract for the renewal period of December 1, 1991 to November 30, 1992 is \$12.28 per hour of direct service, a 10.23% increase over the 1989-90 and 1990-91 contract rate of \$11.14. The budget detail presented below compares the proposed 1991-92 budget to the 1990-91 budget. The estimated costs, totalling \$9.21 million, are 65% (\$6 million) subvented by State and Federal funds, with 15% (\$1.4 million), financed by the City's General Fund and 20% (\$1.8 million) financed by a DSS Trust Fund (State funds).

	<u>12/1/90 to 11/30/91*</u>	<u>Proposed 12/1/91 to 11/30/92</u>	<u>Percent Increase/ (Decrease) Over Prior Year</u>	<u>Rate Per Hour</u>
Direct Service Hours	<u>780,000</u>	<u>750,000</u>	<u>(4%)</u>	
Direct Service Wages	\$4,565,262	\$4,635,000	2%	\$6.18
Travel Wages	336,153	336,153	-	.45
Training Wages	15,000	15,000	-	.02
Sick Leave	200,023	200,023	-	.27
Vacation	139,473	178,311	3%	.24
Holiday	<u>177,003</u>	<u>177,003</u>	-	<u>.24</u>
Subtotal	<u>\$5,432,914</u>	<u>\$5,541,490</u>	2%	<u>\$7.40</u>

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BUDGET ANALYST

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	12/1/90 to 11/30/91*	Proposed 12/1/91 to 11/30/92	Percent Increase/ (Decrease) Over Prior Year	Rate Per Hour
Social Security	\$415,618	\$423,924	2%	.57
Social Security (Administrative)	29,749	29,749	-	.04
Federal Unemployment Insurance	43,463	44,332	2%	.06
Federal Unemployment Insurance (Administrative)	3,111	3,111	-	.00
State Unemployment Insurance	184,719	66,498	(177%)	.09
State Unemployment Insurance (Administrative)	13,222	4,667	(65%)	.00
Workers Compensation	589,471	928,754	58%	1.24
Workers Compensation (Admin.)	4,744	6,028	27%	.00
City Payroll Tax	86,927	83,122	(4%)	.11
City Payroll Tax (Administrative)	6,222	5,833	(6%)	.01
Health/Insurance	379,024	578,534	53%	.77
Health Insurance (Administrative)	35,885	35,885	-	.05
Dental Insurance	58,500	58,500	-	.08
Dental Insurance (Administrative)	5,040	5,040	-	.01
Pension Plan	330,000	318,750	(3%)	.42
Supervisory Salaries	338,000	338,000	-	.45
Admin. Staff Salaries	28,000	28,000	-	.04
Clerical Wages	22,880	22,880	-	.03
Liability Insurance	154,838	157,932	2%	.21
Mileage	149,526	149,526	-	.20
Mileage (Administrative)	800	2,064	158%	.00
Rent	36,000	36,000	-	.05
Equipment Maintenance	4,500	4,500	-	.01
Accounting & Data Processing	75,000	75,000	-	.10
Telephone	24,000	24,000	-	.03
Postage	7,500	7,500	-	.01
Photocopying/Printing	7,500	7,500	-	.01
Supplies	14,400	14,400	-	.02
Personnel Advertising	6,000	6,000	-	.01
Home Office Expense	65,000	65,000	-	.08
Miscellaneous	<u>33,400</u>	<u>33,400</u>	-	<u>.04</u>
Expenditure	\$8,580,209	\$9,105,919	6.1%	\$12.14
Profit	<u>100,000</u>	<u>106,057</u>	6.1%	<u>.14</u>
Total Budget	\$8,685,853 *	9,211,976		\$12.28
Effective Rate Per Hour	\$11.14	\$12.28		

* The 1990-91 budget was the same as the 1989-90 budget.

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4. A total of 750,000 hours of direct client services will be provided under the 1991-92 IHSS contract, a decrease of 30,000 hours or 3.85 percent from the 1990-91 IHSS contract hours of 780,000. According to Mr. Shike Rothblatt of DSS, IHSS contract administrative staff will receive the same rate of pay in 1991-92 as they received in 1990-91. Workers Compensation claims costs have increased by 58% under the proposed 1991-92 IHSS contract (from \$589,471 to \$928,754). The DSS advises that the costs of Workers Compensation have been verified and approved by the State Department of Social Services (SDSS).

5. The DSS has not, as yet, received notification of approval of the 1991-92 IHSS contract from the SDSS. However, DSS reports that the SDSS participated in the negotiations leading up to the 1991-92 IHSS contract proposal, and therefore the Department anticipates SDSS approval in the immediate future.

6. This item cannot be heard by the Finance Committee prior to a public hearing before the Board of Supervisors. A public hearing has been scheduled for the Board of Supervisors meeting on October 28, 1991.

Recommendation

Refer the proposed resolution to the Board of Supervisors meeting on October 28, 1991.

Item 1g - File 100-91-1.4

Department: San Francisco International Airport

Item: Release of reserved funds

Amount: \$2,750,000 total for five professional and contractual services contracts

Description: In approving the 1991-92 annual budget the Board of Supervisors reserved \$2,931,000 for five professional and contractual services appropriations in the Airport's 1991-92 budget pending determination of the contractors and their hourly rates and MBE/WBE status. The proposed release of reserve would release \$2,750,000 for five contracts, leaving a balance of \$181,000 of these appropriations on reserve, as follows:

<u>American Parking Company (AMPCO)</u>	\$2,065,000
\$2,065,000 of the \$8,260,000 budget for Airport Parking Management, Other Contractual Services was reserved.	

This contract is for management of the Airport's public parking and taxicab operations including security, maintenance and janitorial services. Request for Proposal packages were sent to 30 MBE/WBE firms. Although AMPCO is a LBE but not an MBE or a WBE, the Airport requires that 30 percent of subcontract work be awarded to MBE firms and 10 percent to WBE firms. The total AMPCO contract is \$8,259,000 which would require that \$2,477,700 in subcontracts be awarded to MBE firms and \$825,900 be awarded to WBE firms. The security subcontract of \$785,000 has been awarded to Cal-State Patrol, a MBE firm. The other subcontracts are in process but have not yet been finally awarded. The Human Rights Commission is monitoring the awarding of subcontracts to insure compliance with the MBE/WBE goals.

<u>Polaris Research and Development</u>	450,000
\$450,000 of the budget for Transit Information Booth, Other Contractual Services budget was reserved.	

This contract provides staffing for the Airport's transit information booths. Request for Proposal packages were sent to 25 MBE/WBE firms. Polaris

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Research and Development, a MBE and LBE firm, was the lowest bidder. The Proposition J Controller's Certification of this contract was recently approved by the Board of Supervisors.

Lazard Freres & Company/Grigsby Brandford & Company, Inc. (Powell is no longer associated with this firm), a Joint Venture

\$110,000

\$261,000 of the budget for Airport Operations, Professional Services budget was reserved. The proposed release of \$110,000 would leave a balance of \$151,000 on reserve.

This \$110,000 contract will provide for two years of financial advisory services for issuances of the 1991 Airport Bonds. The annual retainer is \$40,000 and the allowance for out-of-pocket expenses is \$15,000 per year, for a total of \$55,000 per year. Request for Proposal packages were sent to a total of 35 firms, including 12 MBE/WBE firms. Eleven RFPs were submitted, seven of which were from MBE/WBE joint ventures and MBE firms. Lazard Freres & Company/Grigsby Brandford & Company, Inc. is a MBE/LBE joint venture.

General Railway Signal

55,000

All of the \$55,000 budget for Ground Transportation Program, Other Contractual Services was reserved.

This term purchase agreement (TPA) is for the maintenance (as needed) of a computerized system that monitors commercial vehicle traffic on Airport roadways up to a total cost of \$55,000 (average annual maintenance cost). The system was installed in 1987 by General Railway Signal. Due to the sophisticated nature of the system, only General Railway Signal can maintain and service the system. General Railway Signal is not a MBE, a WBE or a LBE firm.

Net Pacific

70,000

All of the \$100,000 Environmental Control Program, Other Contractual Services budget was reserved. The proposed release of \$70,000 would leave a balance of \$30,000 on reserve.

This contract is for laboratory testing to determine the quality of wastewater discharges from the

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Airport sewage plant into the bay that cannot be performed by Airport or Department of Public Works staff. Four firms from the State Water Control Board list of firms specializing in such testing were requested to provide price quotes for a hypothetical list of laboratory tests. One of the four firms is an MBE firm but that MBE firm's quote of \$59,510 was 46 percent higher than the lowest price quote of \$40,805 received from a non-MBE/WBE firm for the hypothetical list of tests. Based on the \$40,805 price quote, the Airport awarded a contract to Net Pacific for \$70,000 for the actual laboratory tests to be performed.

Total requested release of reserve	\$2,750,000
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Comment: The appropriation for the AMPCO contract is \$8,260,00 of which \$2,065,000 was reserved, but the actual contract amount is only \$8,259,000. Therefore, \$1,000 of the appropriation is not necessary for the contract and can remain on reserve in addition to the \$181,000 that the Airport is not requesting be released at this time.

Recommendation: Release reserved funds in the amount of \$2,749,000 and continue to reserve \$1,000 of the appropriation for Airport Parking Management, Other Contractual Services because the actual contract amount is \$1,000 less than the appropriation and continue to reserve \$181,000 that the Airport is not requesting be released at this time.

Item 1h - File 101-90-46,1

Note: This item was continued by the Finance Committee at its meeting of October 16, 1991.

Department: Port of San Francisco

Item: Request to release reserved funds for earthquake repair work at Pier 45

Amount: \$340,300

Source of Funds: San Francisco Harbor Operating Fund

Description: In March of 1991, the Board of Supervisors approved Supplemental Appropriation Ordinance No. 87-91, which appropriated \$6,374,971 to pay for repairs to various facilities damaged in the October 17, 1989 earthquake. Of the total appropriation, \$6,261,404 was reserved pending the provision of final contractual details, including the MBE/WBE status of the contractors.

The Port has requested a release of \$340,300 from the total of \$6,261,404 in reserved funds to award a demolition contract as part of the earthquake repair work on the Pier 45 fish processing facilities.

The Port received the following bids for the demolition contract:

	<u>Bid Amount</u>
Evans Brothers, Inc.	\$314,300
Ferma Corporation	346,900
Echo West (LBE)	350,100
Angotti and Reilly/T.E. Joo (10% Joint Venture)	354,216
Cleveland Wrecking (LBE)	414,000
Iconco	436,806
Apersey Construction/ A. Ruiz (10% Joint Venture)	503,373

The low bidder is Evans Brothers, Inc. The Port has requested a release of reserved funds to award the demolition contract to Evans Brothers, Inc.

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Comments:

1. The Port has requested a release of reserve in the amount of \$340,300, which is \$26,000 more than the contractual amount of \$314,300. According to Ms. Ann Cook of the Port, the \$26,000 discrepancy is a mistake and should not be a part of the request for release of reserve. Ms. Cook reports, however, that the Port normally allows for 10 percent of the contract amount as a contract contingency (\$31,400). If the contract contingency of \$31,400 is added to the contractual amount of \$314,300, the total requested amount would be \$345,700, which is \$5,400 more than the \$340,300 originally requested for release from reserves by the Port. Ms. Cook advises that the Port, therefore requests that the amount of \$345,700 be released from reserves, instead of \$340,300, as noted above.

2. The Port has also reported that Evans Brothers, Inc., the apparent low bidder, will subcontract a portion of the demolition work to Siteworks (30% or \$94,290), a non-local MBE firm located in the East Bay. Krystal Trucking, another non-local WBE firm, will perform 4% of the contract work (\$12,572).

3. Mr. Jim McFarland of the Port reports that the contract would be for a duration of 60 days. The Port expects the demolition contract to begin around November 12, 1991, and end around January 12, 1992.

Recommendation: Approve the Port's request for release of reserved funds in the amount of \$345,700, as noted in Comment No. 1.

Item 2 - File 170-91-6

Department: Mayor's Office

Item: Resolution authorizing the issuance, sale and delivery of City and County of San Francisco variable rate revenue bonds to finance an acoustical renovation program at Davies Symphony Hall by the San Francisco Symphony.

Amount: Not to exceed \$10 million

Description: Section 7.311 of the City's Charter specifies that the Board of Supervisors may, by resolution, authorize the issuance of bonds to assist private parties in the financing or refinancing of the acquisition, construction, or improvement of industrial, commercial and business facilities. The San Francisco Symphony is in the process of renovating the Davies Symphony Hall to improve the Hall's acoustic qualities.

The planned renovations consist of the construction of a new acoustic canopy, orchestra risers, modifications to the platform lift and to the heating and ventilation (HVAC) system, modifications to patron terrace seating and chorus seating, extension of upper side walls surrounding the stage area, addition of loge seating to the rear and side of the orchestra seating area, replacement of continental seating with two center and two side aisles, and placement of acoustical materials to enhance quality.

To assist in the financing of the acoustic renovations, the Mayor's Office is proposing that the City issue variable rate revenue bonds. The San Francisco Symphony would retire the bonds using private donations collected from its acoustical renovations fundraising drive and revenues derived from Symphony ticket sales.

The Mayor's Office has provided the following proposed sources and uses of the bond funds:

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Sources:

Bond funds (Proposed resolution)	\$8,000,000
Cash on hand (from private funds of the San Francisco Symphony)	<u>2,300,000</u>
Total Sources	\$10,300,000

Uses:

Renovations (Phase 1)	\$2,000,000
Renovations (Phase 2)	<u>8,300,000</u>
Total Renovation cost	\$10,300,000

Phase 1 of the acoustic renovations, which were completed during the Summer of 1991, include the construction of the acoustic canopy, orchestra risers, and modifications to the platform lift and HVAC system. Phase 2 of the acoustic renovations would begin during the Summer of 1992.

Comments:

1. Although the total proposed authorization is not to exceed \$10 million, the Mayor's Office reports that the current proposed bond sale would total approximately \$8 million. The proposed term of the bonds is 15 years, and the bonds would be sold at a 60-day variable interest rate equal to 60 percent of the Prime Rate. According to Mr. Gerardo Sandoval of the Mayor's Office, the interest rate for the bonds would be approximately 4.75 percent at current market conditions. This interest rate would be lower than if the Symphony pursued its own financing on the open market.
2. Mr. John Heyeck of the San Francisco Symphony further advises that the Symphony Board of Directors decided to pursue bond financing and to not use its endowment fund to finance the needed acoustic renovations. The Board of Directors had previously decided to increase the size of the endowment fund.
3. Although the San Francisco Symphony has decided to not use the endowment fund to finance the renovations and instead increase the size of the endowment fund, it has by written agreement, promised the City, in the event that the value of the Symphony's endowment fund falls below \$20 million, to redeem any outstanding bonds using the Symphony's private endowment fund monies. The endowment fund is currently valued at \$46.8 million.

4. According to Mr. Heyeck, the Symphony has secured approximately \$7.25 million in private pledges and contributions. Of the total of \$7.25 million, the Symphony has received approximately \$2.3 million in cash. As reflected above, these funds have been allocated to reduce the amount of bond funds required to finance the acoustic renovations. The Symphony has also received \$4.95 million in pledges to date. Mr. Heyeck reports that the Symphony fully expects to raise the remaining funds to retire the bonds.

5. The San Francisco Symphony also plans to allocate any surplus ticket sales to help retire the bonds. According to Mr. Heyeck, the Symphony has experienced operating surpluses for the past thirteen years. In addition, the Board of Directors of the San Francisco Symphony maintains various reserves totalling \$2,438,712, which can be used to help retire the bonds.

6. Pursuant to Charter Section 7.311, neither the City's faith nor its credit would be pledged in order to retire the bonds.

Recommendation: The proposed resolution is a policy matter for the Board of Supervisors.

Item 3 - File 127-91-13

Item: Ordinance amending Article 12-A and Article 12-B of Part III of the City's Municipal Code (Payroll Expense Tax Ordinance and Gross Receipts Tax Ordinance) by amending Section 906 and Section 1005.5, respectively, to exempt any tenant of the Port of San Francisco whose principle business is ship repair and whose work force consists of at least 30 percent San Francisco residents and also to exempt any subcontractor of any such exempt ship repair business which derives at least 70 percent of its revenues from the ship repair industry.

Description: On September 3, 1991, the Board of Supervisors passed a resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco. The seventh point of this Seven Point Policy Plan was to support amendments to the City's Municipal Code that would provide exemption from the City's Payroll and Gross Receipts Tax to all tenants of the Port of San Francisco whose principal business is ship repair and at least 30 percent of their work force are San Francisco residents and to exempt from the Payroll and Gross Receipts Tax all subcontractors of these ship repair businesses who derive at least 70 percent of their revenues from the ship repair industry. The proposed ordinance would amend the City's Municipal Code to exempt those ship repair companies and subcontractors meeting the above conditions.

Comments:

1. Mr. Richard Sullivan of the Tax Collector's Office reports that the ship repair companies would have to apply for the Payroll and Gross Receipts Tax exemption by submitting a report to the Tax Collector's Office requesting the exemption and providing documentation of the company's compliance with the proposed ordinance's requirement that at least 30 percent of their work force are San Francisco residents and, for ship repair subcontractors, that at least 70 percent of their revenues are from the ship repair industry.
2. For FY 1991-92, the City has budgeted \$147.2 million or 11.3 percent of the General Fund revenue in Payroll and Gross Receipts Taxes.
3. Currently, only nonprofit corporations and Skilled Nursing Facilities are exempt from the City's Payroll and Gross Receipts Tax.
4. The author of the proposed ordinance has requested that this item be continued for one week.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
October 23, 1991

Recommendation: Continue this item for one week per the request of the proposed ordinance's author.

Item 4 - File 7-91-13

- Department:** Municipal Railway (MUNI)
- Item:** Hearing to review the policies and procedures implemented at the Municipal Railway regarding employee overtime pay.
- Description:** According to Ms. Kathleen Kelly of the Public Utilities Commission (PUC), the MUNI does not have its own set of policies and procedures regarding employee overtime pay. Ms. Kelly stated that MUNI does follow, closely, the procedures specified in Section 18.13 of the San Francisco Administrative Code.
- Section 18.13 (a) of the San Francisco Administrative Code specifies that no department appointing officer shall permit any employee to work overtime hours that exceed, in any fiscal year, 16 percent of the number of hours that the employee is regularly scheduled to work on a straight-time basis in that fiscal year. However, the appointing officer may, by written authorization, require or permit an employee to work overtime hours in excess of the 16 percent limitation.
- According to Ms. Kelly, at MUNI, the General Manager, or in the absence of the General Manager, the Deputy General Manager, is responsible for authorizing overtime in excess of the 16 percent limitation. Ms. Kelly reports that the General Manager usually authorizes overtime exceeding the limitation to MUNI's vehicle maintenance employees.
- Section 18.13 (b) specifies that transit operators and transit operator supervisors of MUNI are exempt from the limitation of overtime hours.
- Section 18.13 (b) also states that the General Manager shall make a biannual report to the Board of Supervisors, which justifies the use of any excess overtime granted.
- Comment:** 1. Ms. Kelly reports that, since the overtime provisions of the Administrative Code were implemented in May of 1988, the MUNI has not submitted, on a continuing basis, biannual reports to the Board of Supervisors. As of the writing of this report, MUNI has not provided the Budget Analyst Office with a copy of the last biannual report submitted to the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Ms. Kelly further advises that MUNI spent \$2.2 million on overtime in FY 1990-91. The maintenance staff accounted for approximately \$1.6 million of the total expenditures of \$2.2 million. Transit Supervisors and Station Agents account for the remaining \$600,000 in expenditures.

Item 5 - File 98-91-3

Note: This item was transferred from the Administration and Oversight Committee as it was determined to have a fiscal impact on the City.

1. The proposed motion is for purposes of exercising the first option set forth in the previously approved agreement to provide Budget Analyst services between the Board of Supervisors and the Joint Venture consisting of Stanton W. Jones and Associates/Debra A. Newman/Rodriguez, Perez, Delgado & Company Certified Public Accountants/Harvey M. Rose Accountancy Corporation Certified Public Accountants/Wallace, Mah & Louie Certified Public Accountants. The proposed option would extend the term of the agreement from January 1, 1992 to December 31, 1993.

2. The Budget Analyst has determined that the proposed motion to extend the terms of this agreement through December 31, 1993 would have a fiscal impact. The budget approved by the Board of Supervisors for Fiscal Year 1991-92 for the Joint Venture to provide Budget Analyst services to the Board is \$1,153,290. This is the same amount as the budget for Fiscal Year 1990-91. There is no budgetary increase for Fiscal Year 1991-92 because, in accordance with the provisions of the Board's agreement with the Joint Venture, any increase must be based on the average percentage increase granted to 'Miscellaneous' employees under the City's Salary Standardization Ordinance approved by the Board of Supervisors. Since all Salary Standardization increases were frozen for Miscellaneous employees for Fiscal Year 1991-92, no increase was provided to the Joint Venture.

3. To continue full implementation of the Board's Minority Business Enterprise (MBE), Women Business Enterprise (WBE) ordinance, the Budget Analyst services are provided under a Joint Venture Agreement between the Board of Supervisors and Stanton W. Jones and Associates (MBE)/Debra A. Newman (WBE)/Rodriguez, Perez, Delgado & Company Certified Public Accountants (MBE)/Harvey M. Rose Accountancy Corporation Certified Public Accountants/Wallace, Mah & Louie Certified Public Accountants (MBE). These MBE and WBE firms are registered with the Human Rights Commission. In accordance with the Board of Supervisors previously approved MBE/WBE Department Action Plan, 40 percent of all funding to provide Budget Analyst services is allocated to the above-named MBE/WBE firms.

4. A copy of the Controller's 1991-92 Proposition "J" cost certification report, previously approved by the Board of Supervisors, on the Budget Analyst services to be provided by the Joint Venture to the Board of Supervisors for Fiscal Year 1991-92 is attached to this report.

5. On October 8, 1991, the Administration and Oversight Committee approved the proposed motion.

BOARD OF SUPERVISORS
BUDGET ANALYST

City and County of San Francisco

Office of Controller



February 6, 1991

Honorable Board of Supervisors
City and County of San Francisco
Room 235, City Hall
San Francisco, California 94102

Attention: John L. Taylor
Clerk of the Board

Re: Contracting for Budget Analyst Services

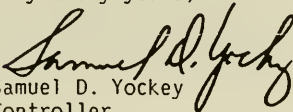
Dear Mr. Taylor:

The cost information and supplementary data provided by your office on the proposed contract for Budget Analyst Services have been reviewed by my staff.

If the services are performed by the contractor at the proposed contract price, it would appear that the services can practically be performed at a lower cost than if the work were performed by City employees at presently budgeted levels. A statement of projected costs and estimated savings for the year commencing July 1, 1991 is attached for your review.

The requirements of Charter Section 8.300-1 relative to the Controller's finding that work can practically be performed by contract for the year 1991-92 have been satisfied. To complete the requirements of the Charter, it will be necessary for your department to secure approval by resolution of the Board of Supervisors before formal contract documents for an annual period can be certified by my office.

Very truly yours,


Samuel D. Yockey
Controller

RY:ac(85GEN82)

Enclosure

cc: Maggie Jacobsen
Employee Relations
Harvey Rose, Budget Analyst ✓
c/o Board of Supervisors
Marvin Geistlinger
Purchaser

Board of Supervisors
Budget Analyst Services
Comparative Costs of City and Contractual Services
1991-92

City Services

Personnel salaries	\$1,028,038	
Employee benefits	<u>255,024</u>	
		\$1,283,062
Other expenses		
Office rent	\$ 34,650	
Contractual services	26,179	
Equipment and supplies	10,843	
Materials and supplies	2,608	
Overtime & premium pay	<u>3,725</u>	
		<u>78,005</u>
Cost of City services		\$1,361,067

Contractual Services

Harvey M. Rose Accountancy Corp.	<u>1,169,436</u>
Estimated savings	<u>\$ 191,631</u>

Note: Personnel costs are based on an eighteen (18) person staff at the 5th step.

RY:ac(85GEN83)

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Board of Supervisors
Contract Services Budget Analyst
For the term starting approximately July 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out?

Bureau of the Budget

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

Two were transferred to other City departments; balance resigned in order to be hired by the contractor.

- 4) What percent of a City employee's time is spent on services to be contracted out?

All Bureau of the Budget positions were full-time

- 5) How long have the services been contracted out?

12 years, since January 1, 1979.

- 6) When was the first fiscal year for a Proposition J certification?

FY 1978-79

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract services are consistent with the Board of Supervisors Department MBE/WBE Action Plan.

John Taylor

Department Representative

554-5184

Telephone

Item 6 - File 268-90-1

Note: This item was continued by the Finance Committee at its meeting of October 16, 1991.

Department: Assessor

Item: Request for property tax refund for taxes paid on property at 2749 Hyde Street for fiscal year 1990, pursuant to the provisions of Section 202.2 of the Revenue and Taxation Code of the State of California

Lessor: Phillip L. Jones

Lessee: California School of Professional Psychology

Amount: \$9,663.06

Description: According to Section 202.2 of the Revenue and Taxation Code of the State of California, any reduction in property taxes on leased property used by a non-profit institution of higher learning exclusively for educational purposes shall benefit the institution in the form of a reduction in rent or a refund equal to the reduction in taxes.

Mr. Vince Williams of the Assessor's Office reports that typically when such an institution leases property, the lessor would deduct the amount of property tax from the college's rent. In that case, the lessor would not pay property tax. In some cases, however, the lessor prefers to charge the institution full rent and to pay property taxes. In that case, the institution has the right to request a refund directly from the City.

According to Mr. Williams, in this case, the lessor, Phillip L. Jones, paid property taxes in the amount of \$9,663.06 in 1990 on property at 2749 Hyde Street, which is leased by the California School of Professional Psychology, a non-profit, accredited graduate school offering doctoral degrees. The claim to the City requests a refund by the California School of Professional Psychology for taxes paid on that Hyde Street property.

Comments: 1. The Assessor recommends that this claim be honored.

2. The City Attorney advises that if the Finance Committee wishes to approve the proposed claim, the Committee should prepare in and report out of Committee a resolution authorizing the Controller to refund property taxes in the amount of \$9,663.06 to the California School of Professional Psychology, pursuant to Section 202.2 of the Revenue and Taxation Code of the State of California.

Recommendation: Prepare in and report out of Committee a resolution which authorizes the Controller to refund \$9,663.06 of property taxes to the California School of Professional Psychology.

Item 7 - File 268-90-2

Note: This item was continued by the Finance Committee at its meeting of October 16, 1991.

Department: Assessor

Item: Request for property tax refund for taxes paid on property at 1663 Mission Street for fiscal years 1986-89, pursuant to the provisions of Section 202.2 of the Revenue and Taxation Code of the State of California.

Lessor: Speyer and Schwartz, Inc.

Lessee: University of California, Berkeley

Amount: \$6,086.12

Description: According to Section 202.2 of the Revenue and Taxation Code of the State of California, any reduction in property taxes on leased property used by the University of California shall benefit the University of California in the form of a reduction in rent or a refund equal to the reduction in taxes.

Mr. Vince Williams of the Assessor's Office reports that typically when the University of California leases property, the lessor would deduct the amount of property tax from the University of California's rent. In that case, the lessor would not pay property tax. In some cases, however, the lessor prefers to charge the University of California full rent and to pay property taxes. In that case, the institution has the right to request a refund directly from the City.

According to Mr. Williams, in this case, the lessor, Speyer and Schwartz, Inc., paid property taxes in 1989, 1988, 1987 and 1986 in the amount of \$6,086.12 on property at 1663 Mission Street, which is leased by the University of California at Berkeley. The claim to the City requests a refund by the University of California, Berkeley for taxes paid on that Mission Street property.

Comments:

1. The Assessor recommends that this claim be honored.
2. The City Attorney advises that if the Finance Committee wishes to approve the proposed claim, the Committee should prepare in and report out of the Committee a resolution authorizing the Controller to refund property taxes in the amount of \$6,086.12 to the University of California, Berkeley, pursuant to Section 202.2 of the Revenue and Taxation Code of the State of California.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
October 23, 1991

Recommendation: Prepare in and report out of Committee a resolution which authorizes the Controller to refund \$6,086.12 of property taxes to the University of California, Berkeley.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 8 - File 123-91-1

Note: This item was transferred from the Administration and Oversight Committee as it was determined to have a fiscal impact on the City.

1. Ordinance amending Article 15 of the San Francisco Municipal Code (Public Works Code) by amending Section 706 thereof, requiring abutting owners to maintain safe conditions and establishing liability in tort for failing to maintain a safe condition.

2. Section 706 of the San Francisco Municipal Code (Public Works Code) currently requires that the owners of lots immediately adjacent to any portion of a public street, avenue, alley, lane, court or place maintain the sidewalks, fronting or adjacent to their property in good repair and condition. The proposed ordinance would also provide that "any person who suffers injury or property damage as a legal result of the failure of the owner to maintain the sidewalks and sidewalk areas shall have a cause of action for any injuries or property damage against the property owner for any damages the owner may be required to pay any judgement or settlement of any claim that results."

3. Ms. Kimberly Reiley of the City Attorney's Office reports that under the current guidelines of the San Francisco Municipal Code, property owners cannot be held liable for any injuries or property damages sustained on any portion of a lot immediately adjacent to a public street, avenue, alley, lane, court or sidewalk, and therefore the City could be held liable. Mr. Michael Haase of the Department of Public Works (DPW) Claims Division reports that currently DPW Street Inspectors respond to complaints and do routine sidewalk surveys. If defective sidewalks are found, the fronting property owner is issued a notice to repair the sidewalk. Mr. Haase states that the proposed ordinance would not change the way the DPW currently maintains sidewalks. The proposed ordinance would only strengthen the City's defense against any claims by a third party as a result of injuries or property damages sustained.

4. Mr. Haase reports that the following claims have been settled against the City as a result of injuries or property damage sustained on public sidewalks:

<u>Fiscal Year</u>	<u>No. Cases</u>	<u>Amount of Settlement against City*</u>
1984-85	20	\$110,927
1985-86	32	170,010
1986-87	40	209,468
1987-88	41	325,333
1988-89	46	188,169
1989-90	40	249,434
1990-91	<u>48</u>	<u>386,163</u>
Total:	267	\$1,639,504

* The source of funds for these settlements against the City is the General Fund.

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5. As reflected above, the City has incurred direct expenses of \$1,639,504 over the past seven years for settling claims against the City for such injuries or property damage. These costs do not include the Department of Public Works and City Attorney staff time to investigate and negotiate these settlements with the individual claimants.

6. Mr. Haase indicates that although the number of cases which could occur in the future against the City cannot be determined, it is likely that the proposed ordinance would provide a significant cost savings to the City. Mr. Haase reports that the City would still be liable for any injuries or property damage which occur on public sidewalks, such as those which occur as a result of City-maintained trees. However, Mr. Haase states that the proposed ordinance would strengthen the City's defense against most claims against the City, by using the proposed ordinance to collect damages from homeowners' insurance, and therefore result in fewer settlements which the City would have to pay.

7. On October 8, 1991, the Administration and Oversight Committee recommended approval of the proposed ordinance.

Recommendation

Approve the proposed ordinance.

Item 9 - File 65-91-3.1

Department: Recreation and Park

Item: Ordinance approving Amendment No. 1 to the agreement to furnish scoreboard and other related services at Candlestick Park.

Description: In 1987, the City entered into an agreement with the Sony Corporation of America (Sony) for a new scoreboard and related equipment for Candlestick Park, which includes the Sony Jumbo TRON Replay Screen, two auxiliary scoreboards, various clocks with ad panels, field-level ad panels and concourse and concession signs.

The proposed ordinance would amend this existing contract between the City and Sony to require Sony to provide, in addition to the equipment identified above, five luxury box facia ad panels. Facia ad panels are the framed signs, that are generally used for permanent advertising, located immediately under the luxury boxes at the stadium. According to Mr. Phil Arnold of the Recreation and Park Department, the proposed five ad panels would complete a consecutive strip of such ad panels throughout the stadium.

According to the proposed amendment, these ad panels would be required to be completely installed by Sony and fully operational on or before April 15, 1991.

In addition, the proposed ordinance would amend the existing contract to permit Sony to sell and enter into contracts for the sale of advertising space on these additional five ad panels as well as "at other locations as designated by the (Recreation and Park) Commission".

Comments: 1. As reflected in the proposed amendment, these five additional ad panels would be required to be completely installed and fully operational by April 15, 1991. However, the proposed ordinance which would approve this amendment is not being considered by the Board of Supervisors until over six months after the effective date of the proposed amendment. The proposed ordinance should therefore be amended to request that the proposed amendment be approved retroactively.

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BUDGET ANALYST

2. The proposed ordinance would also amend the existing contract to permit Sony to sell advertising space at other locations at Candlestick Park, as designated by the Recreation and Park Commission. Mr. Arnold reports that, to date, Sony has discussed with him the potential of selling advertising on the three main entry gates to the stadium, in the restrooms and on the backs of the stadium seats. However, the specific other locations are not identified in the proposed amendment. Since the specific locations have not been identified and the proposed amendment would leave such a decision to the complete discretion of the Recreation and Park Commission, without requiring further approval from the Board of Supervisors, approval of the proposed ordinance is a policy matter for the Board of Supervisors.

3. Under the existing agreement between the City and Sony, Sony agreed to pay the City \$200,000 per year (escalated at three percent per year) for the City to operate the scoreboard and associated equipment. This agreement further stipulates that Sony receives the first \$1 million of advertising revenues each year for the first ten years (through 1997) and is responsible for repairing and maintaining the equipment at a cost of approximately \$65,000 per year. Advertising revenues that exceed \$1 million annually are split 65 percent to the City and 35 percent to Sony.

4. According to the Controller's audit conducted for the period April 1, 1989 through March 31, 1990, in addition to the \$218,545 Sony paid the City for operating the scoreboard (i.e., \$200,000 escalated at three percent per year), the City, through the Candlestick Park Fund, received \$159,944 of advertising revenues from Sony. As part of the agreement with Sony, after 1997, all advertising revenues will accrue to the City.

5. Under the proposed amendments to the contract between Sony and the City, the financial and percentage provisions of the contract would not be changed. According to Mr. Arnold, it is anticipated that the additional five ad panels on the luxury boxes and potential other advertising locations would generate an additional \$250,000 of annual gross advertising revenues. Based on the City's advertising

revenue split of 65 percent to the City, after the first \$1 million, it is estimated that the proposed amendments could generate an additional \$162,500 of annual revenue for the City. All revenues that are received as a result of the advertising contract with Sony are deposited in the Candlestick Park Fund.

6. The Budget Analyst notes that this agreement between Sony and the City provides Sony with exclusive rights to sell permanent advertising space and includes provisions for selling additional video advertising space, subject to further agreements among Sony, the Recreation and Park Commission, the Giants and the Forty Niners. The Budget Analyst has previously reported to the Finance Committee and the Board of Supervisors the question as to the authority for the Giants and the Forty Niners to sell video advertising at Candlestick Park since no additional written agreements have been executed. As previously reported by the Budget Analyst, both the Giants and the Forty Niners have been selling such advertising, all of their advertising revenues accrue to the respective ball clubs and no revenues are reported to or received by the City from such advertising.

7. Mr. Arnold reports that although both the Giants and the Forty Niners have agreed in principle with the need for a written contract to sell video advertising at Candlestick Park, to date, no agreement has been drafted. Given that, to date no action has been taken on this agreement, and that the ball clubs continue to sell advertising at Candlestick Park with no compensation to the City, the Finance Committee should direct that a follow-up letter be sent to the Recreation and Park Commission requesting that an agreement be completed as quickly as possible and inquiring whether the City will be participating in the additional revenues received from such advertising on both a prospective and retroactive basis.

Recommendations:

1. Request that a follow-up letter be sent to the Recreation and Park Commission requesting that an agreement with the Giants and Forty Niners regarding advertising at Candlestick Park be completed as quickly as possible and inquiring whether the City will be participating in the additional revenues that are received from such advertising revenues both prospectively and retroactively.
2. Amend the proposed ordinance to include a retroactive clause.
3. Since the locations for additional advertising are not identified and the proposed amendment would leave such decisions to the complete discretion of the Recreation and Park Commission without requiring further approval from the Board of Supervisors, approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 10 - File 97-91-53

Department: Department of Public Health (DPH)
Central Office

Item: Ordinance amending Administrative Code by adding Section 19A.26 to permit the Department of Public Health to enter into agreements with the Westside Community Mental Health Center enabling the Department of Public Health to provide medical services.

Description: The proposed ordinance would enable the DPH to enter into a new agreement with Westside Community Mental Health Center, a private non-profit organization. The proposed contract would provide up to 14 hours of physician services weekly at the City-operated Tom Waddell Clinic and up to six hours of services weekly at the Westside Community Mental Health Center-operated Tenderloin Detox Program for a contract total of up to 20 hours per week. The proposed contract would allow the DPH to accept a maximum of \$42,500 from the date of contract certification to June 30, 1992 for the physician services provided. The proposed contract would provide funding for the following:

<u>Personnel</u>	<u>FTE</u>	
2230 Physician		
Westside Community Mental Health Center Tenderloin Detox Program	.15	\$ 9,435
Tom Waddell Clinic	.35	22,015
Fringe Benefits		<u>11,050</u>
Total	.50	\$42,500

Westside Community Mental Health Center would provide quarterly payments to the DPH based upon time reports submitted.

Physician services which would be provided at the Westside Community Mental Health Center's Tenderloin Detox Program would include initial examinations, treatment plans, institution of medical therapy, and case conferences. Physician services which would be provided at the Tom Waddell Clinic would be for clients referred from the Westside Community Mental Health Center's Tenderloin Detox Program, and services would include initial examinations, institution of medical therapy, follow-up medical visits, and urgent care services on a seven day a week basis.

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Comments:

1. Mr. Howard Krause of the DPH reports that the 2230 Physician position under the proposed contract would be funded similar to grant-funded positions. Mr. Krause also reports that these part-time Physician services would be funded entirely through the proposed contract and would not require any additional funds from the DPH. Mr. Krause states that if the contract funds are reduced, then the contract-funded positions would also be similarly reduced.
2. As noted, under the proposed new contract, the Westside Community Mental Health Center would provide funding for 20 hours a week of service for its program at the Westside Community Mental Health Center's Tenderloin Detox Program, even though the Physician would actually provide up to 14 hours of service per week at the City-operated Tom Waddell Clinic and up to six hours per week at the Westside Community Health Center's Tenderloin Detox Program.
3. Ms. Eleanor Jacobs, Executive Director of the Westside Community Mental Health Center reports that Westside would be willing to provide funding for up to 20 hours a week of Physician services, even though only six hours a week would be spent at the Tenderloin Detox Program because in addition to medical examinations, the Tenderloin Detox Program clients could be referred to the Tom Waddell Clinic to receive comprehensive treatments or primary care services. Therefore, Ms. Jacobs indicates that clients would be able to benefit from the services provided at the Tom Waddell Clinic.
4. Mr. Alfred Sellers, Program Director of the Tenderloin Detox Program reports that currently there are no on-site Physician services available to clients, instead, Tenderloin Detox Program clients are referred to the Tom Waddell Clinic to receive basic medical examinations. Mr. Sellers indicates that many clients never receive an examination because the waiting list at the Tom Waddell clinic is often one to two weeks and many clients never show up for their appointments. Mr. Sellers also indicates that without the proposed contract, many Tenderloin Detox Clients would never receive a medical examination.
5. As reflected above, the budget would only provide funding for salary and fringe benefits for Physician services, but does not include funding for any indirect costs which may be incurred if the City enters into the proposed agreement. Mr. Krause notes that although the proposed contract does not include indirect costs for the City, the City would obtain additional benefits from the proposed contract for services

BOARD OF SUPERVISORS
BUDGET ANALYST

because the additional part-time Physician position would be available to provide services for other DPH client needs at the Tom Waddell Clinic when Westside Community Mental Health Center's Tenderloin Detox Program clients were not being served. To insure that such other clients could receive these services, Ms. Jacobs and Mr. Krause have agreed to amend the proposed agreement between DPH and the Westside Community Mental Health Center to require that Physician services be provided to Tom Waddell Clinic clients who are not referred from Tenderloin Detox when all such referrals have been treated or when there are no such referrals.

6. Mr. Krause reports that because of inadequate medical coverage, the DPH may never receive any reimbursement for those clients from the Tenderloin Detox Program which currently receive their medical examinations at the Tom Waddell Clinic. However, Mr. Krause indicates that the proposed contract would provide reimbursement to the DPH for providing these services. In addition, the proposed contract would enable existing DPH Physicians at the Tom Waddell Clinic to provide increased levels of service to existing clients because Tenderloin Detox Program clients would be serviced under the proposed contract.

7. The Budget Analyst notes that the proposed ordinance to permit the DPH to enter into a contract with the non-profit, Westside Community Mental Health Center, in which the non-profit organization would pay the City to provide specific services, is a unique arrangement. The Budget Analyst has inquired as to whether other non-profit organizations could enter into similar agreements with the City to provide services.

Recommendation: Approved the proposed ordinance.

Items 11 and 12 - Files 101-91-19 and 102-91-7

Department: Superior Court

Items: Ordinance (File 102-91-7) to amend the 1991-92 Annual Salary Ordinance to add one new position.

Supplemental Appropriation Ordinance (File 101-91-19) to fund the proposed new position and other related operating costs.

Amount: \$99,259

Source of Funds: General Fund, General Reserve

Description: The proposed ordinance to amend the 1991-92 Annual Salary Ordinance would create one new 0589 Court Assistant position having a monthly salary range of \$3,127 to \$3,610 and a maximum annual salary of \$43,320 at the top step.

The proposed supplemental appropriation would provide funding for the proposed new position and other operating costs as follows:

Permanent Salaries	\$37,807
Mandatory Fringe Benefits	9,452
Fees and Other Compensation	<u>52,000</u>

Proposed Supplemental Appropriation \$99,259

There are two paths that the District Attorney may initiate to prosecute a criminal case. In the most widely used path, a complaint is filed with the Municipal Court resulting in a preliminary hearing before a Municipal Court Judge to determine if the case should proceed to the Superior Court for trial. The preliminary hearing is conducted like a mini trial where the defendant is present and both the prosecution and the defense call witnesses for questioning.

In the second, less used path, the Criminal Grand Jury investigates a case to determine if the case should proceed to the Superior Court for trial. The Grand Jury interviews the defendant and witnesses individually in closed session. Prior to the enactment of Proposition 115, commonly known as the Speedy Trial Initiative, in June 1990, the defense could request a preliminary hearing (mini trial) in Municipal Court after the Grand Jury issued an indictment but before the Superior Court trial. Proposition 115 eliminates the post indictment (Grand Jury) preliminary hearing step in the Municipal Court and requires indictments to proceed directly to trial in the Superior Court.

Because of the potential savings in time and resources afforded by eliminating the preliminary hearing step, the District Attorney indicates that since passage of Proposition 115, more cases are being submitted to the Criminal Grand Jury in order to avoid the necessity of a preliminary hearing.

At present, the San Francisco Criminal Grand Jury meets one day each week. According to the District Attorney's Office, many lengthy and complicated cases require more than one day of consideration by the Grand Jury and therefore have to be delayed over several weeks because the Grand Jury meets only once a week. The District Attorney's Office further states that other cases have to be put into a holding pattern and can not be introduced to the Grand Jury until the more complicated cases are finalized by the Grand Jury.

In order to process the increased number of cases and the increased complexity of cases, the Presiding Judge of the Superior Court (that empanels Grand Juries) has ordered the restructuring of the schedule for future Criminal Grand Juries so that they may meet for more than one day per week by shortening the term of service from one year to three months. Under this new schedule, a new Criminal Grand Jury will need to be empaneled every three months.

In order to handle the increased activities of selecting and empaneling four Criminal Grand Juries instead of one each year, the Superior Court is requesting the creation of one new 0589 Court Assistant position. The proposed supplemental appropriation would provide for the salary (\$37,807) and fringe benefits (\$9,452) for the new position and for additional per diem and parking costs for Grand Jury members and court reporter costs for two more days each week, as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

	Annual Cost
<u>Per Diem for Grand Jury Members</u>	
\$11 per day for 2 additional days per week for 19 Grand Jury Members (\$11 x 2 x 19 x 50 weeks)	\$20,900
<u>Parking for Grand Jury Members</u>	
\$5 per day for 2 additional days per week for 19 Grand Jury Members (\$5 x 2 x 19 x 50 weeks)	9,500
<u>Court Reporter-ProTem for Grand Jury Sessions</u>	
\$27 per hour for 2 additional days per week (\$27 x 8 hours per day x 2 x 50 weeks)	<u>21,600</u>
Total Operating Costs (Fees and Other Compensation)	\$52,000

Comments:

1. The earliest the proposed ordinances could be effected is November 4, 1991. Therefore, the proposed supplemental appropriation ordinance should be reduced to reflect the actual effective date from 12 months for the proposed new position to seven months (November, 1991, through June, 1992) and from 50 weeks for the proposed additional fees and other compensation to 34 weeks (November 4, 1991, through June 30, 1992), as follows:

	Actual Funding Requested	Funding Required	Savings
Permanent Salaries	\$37,807	\$22,054	\$15,753
Mand. Fringe Benefits	<u>9,452</u>	<u>5,514</u>	<u>3,938</u>
Subtotal	\$47,259	\$27,568	\$19,691
Fees and Other Comp.	<u>52,000</u>	<u>35,359</u>	<u>16,641</u>
Total	\$99,259	\$62,927	\$36,332

2. According to Mr. Mike Tamony, of the Superior Court, the selection of each additional Grand Jury will require approximately 168 hours of clerical time or approximately 504 hours if Grand Juries are selected every three months. In addition to the 504 hours to select additional Grand Juries, Mr. Tamony indicates that 120 hours will be required annually to generate the larger list of prospective Grand Jurors for a total of 624 hours of clerical staff time. Mr. Tamony states that new Grand Juries could be required as often as every two months which would require approximately 840 hours of additional clerical time plus the 120 hours for a total of 960 per year.

BOARD OF SUPERVISORS
BUDGET ANALYST

Each employee, after deductions for holidays, sick leave and vacation works approximately 1,800 hours per year. The additional requirement for selecting a new Grand Jury every three months of 624 hours of work equals approximately 0.35 Full Time Equivalent (FTE) positions and 960 hours equals approximately 0.53 FTE.

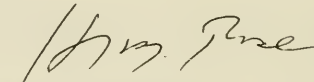
The Budget Analyst contacted two other counties, Marin and Alameda Counties, to obtain some quantification of the staff requirements for selecting a Criminal Grand Jury that could be used for comparison to the San Francisco Superior Court's request for the new position.

Alameda County estimates that approximately 160 staff hours for clerical activities are required to select one Grand Jury which roughly agrees with Mr. Tamony's estimate of 168 hours, not including the 120 hours for juror list qualification processes.

Prior to the passage of Proposition 115, Marin County selected one Criminal Grand Jury every two years. Since January, 1991, Marin County has selected eight Criminal Grand Juries with no increase in staff. Marin County expects to only select four Criminal Grand Juries per year in the future (just as San Francisco will do) but has no plans to request additional staff.

3. The Municipal Court has not estimated the savings that would be realized as a result of processing more cases through the Criminal Grand Jury instead of through the Municipal Court and the preliminary hearing process. The Budget Analyst recommends that the proposed ordinances be continued to the call of the Chair pending a report back to the Finance Committee identifying and estimating cost savings in the Municipal Court's General Fund budget that can be used to finance the proposed supplemental funding request.

Recommendation: Continue the proposed ordinances to the call of the Chair pending a report back to the Finance Committee by the Municipal and Superior Courts as to the estimated General Fund savings in the Municipal Court resulting from fewer cases requiring preliminary hearings that could be used to fund the proposed new position in the Superior Court and the proposed supplemental funding for Fees and Other Compensation.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

REVISED

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	Actual Funding <u>Requested</u>	Funding <u>Required</u>	<u>Savings</u>
Permanent Salaries	\$37,807	\$25,205	\$12,602
Mand. Fringe Benefits	<u>9,452</u>	<u>6,301</u>	<u>3,151</u>
Subtotal	\$47,259	\$31,506	\$15,753
Fees and Other Comp.	<u>52,000</u>	<u>35,359</u>	<u>16,641</u>
Total	\$99,259	\$66,865	\$32,394

2. According to Mr. Mike Tamony, of the Superior Court, the selection of each additional Grand Jury will require approximately 168 hours of clerical time or approximately 504 hours if Grand Juries are selected every three months. In addition to the 504 hours to select additional Grand Juries, Mr. Tamony indicates that 120 hours will be required annually to generate the larger list of prospective Grand Jurors for a total of 624 hours of clerical staff time. Mr. Tamony states that new Grand Juries could be required as often as every two months which would require approximately 840 hours of additional clerical time plus the 120 hours for a total of 960 per year.

BOARD OF SUPERVISORS
BUDGET ANALYST

Each employee, after deductions for holidays, sick leave and vacation works approximately 1,800 hours per year. The additional requirement for selecting a new Grand Jury every three months of 624 hours of work equals approximately 0.35 Full Time Equivalent (FTE) positions and 960 hours equals approximately 0.53 FTE.

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CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

WEDNESDAY, OCTOBER 30, 1991 - 2:00 P.M. ROOM 228, CITY HALL

OCT 29 1991

SAN FRANCISCO
PUBLIC LIBRARY

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a. File 25-91-31. [Contract] Resolution concurring with the Controller's certification that security services for Residential Permit Parking Program at 370 Grove Street and the Parking Lot at Seventh and Harrison Streets can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Department of Parking and Traffic)
 - b. File 38-91-18. [Acceptance of Gift] Resolution accepting a gift (retired Boeing 727-100 Aircraft valued at \$250,000) from United Airlines and the San Francisco Community College District for joint use by the College and San Francisco International Airport. (Airports Commission)

(Consideration continued from 10/16/91)
 - c. File 47-91-11.1. [Award of Lease] Resolution accepting bid of City Parking Company in response to call for bids for lease of Polk-McAllister Parking Lot and awarding said lease to said bidder as the highest and best responsible bidder. (Real Estate Department)
 - d. File 64-91-31. [Lease of Property] Resolution authorizing extension of an existing lease of real property at 1625 Van Ness Avenue for the Department of Social Services, Child Welfare Division. (Real Estate Department)
 - e. File 101-90-127.2. [Release of Funds] Requesting release of reserved funds, Department of Public Works, 1990 Earthquake Safety Bond Fund, in the amount of \$907,350, plus 15% for contingencies, to fund the City Hall dome repair construction contract, (Charles O. Jones, Inc. contractor). (Dept. of Public Works)

- f. File 100-91-1.2. [Release of Funds] Requesting release of reserved funds, Chief Medical Examiner-Coroner, in the amount \$36,000, for the purchase of equipment to transform two rooms into office spaces with partitions and desk counters. (Chief Medical Examiner-Coroner)

(Consideration continued from 10/9/91)

- g. File 101-91-1.5. [Release of Funds] Requesting release of reserved funds, Department of Public Works, Bureau of Architecture, in the amount of \$74,634, for telecommunications purposes. (Department of Public Works)
- h. File 146-91-61.1. [Release of Funds] Requesting release of reserved funds, Department of Public Health, AIDS Office, in an amount totalling \$859,221, for various contractual and previously unallocated funds (Alternative Test Sites, \$311,821 to AIDS Health Project; Prevention and Education Programs, \$30,000 to Central City Hospitality House, \$45,833 Operation Concern, \$32,083 Eighteenth Street Services, \$92,223 Women's Institute on Mental Health, \$44,494 Planned Parenthood; Prevention and Education in Public Sex Environments, \$2,667 to increase an existing Health Educator position; and Early Intervention Program \$300,000 to Mission Neighborhood Mental Health Clinic). (Department of Public Health)

ACTION:

REGULAR CALENDAR

2. File 170-91-7. [Bond Approval] Resolution of the Board of Supervisors of the City and County of San Francisco relating to the financing of a project at the facilities of Irwin Memorial Blood Centers. (Mayor's Office of Business and Economic Development)

ACTION:

3. File 127-91-13. [Business/Payroll Expense Tax Exemptions] Ordinance amending Article 12-A of Part III of San Francisco Municipal Code (Payroll Expense Tax Ordinance) by amending Section 906 thereof to exempt from tax any tenant of the Port of San Francisco whose principal business is ship repair and whose workforce consists of at least thirty percent of San Francisco residents, and to also exempt any subcontractor of any such exempt ship repair business which derives at least seventy percent of its revenues from the ship repair industry; and amending Article 12-B of Part III of the San Francisco Municipal Code (Business Tax Ordinance) by adding Section 1005.5 thereto to exempt from tax any tenant of the Port of San Francisco whose principal business is ship repair and whose workforce consists of at least thirty percent of San Francisco's residents, and to also exempt any subcontractor of any such exempt ship repair business which derives at least seventy percent of its revenues from the ship repair industry; operative date. (Supervisor Gonzalez)

(Consideration continued from 10/23/91)

ACTION:

4. File 106-91-5. [Salary and Wage Division] Resolution authorizing Civil Service Commission to expend funds to conduct the 1992-93 Salary Survey. (Civil Service Commission)

(Recommended from Administration & Oversight Committee 10/22/91 - Fiscal Impact)

ACTION:

5. File 249-91-1. [Fee Schedule] Resolution revising the fee schedule of the Department of Weights and Measures by ratifying the State schedule of fees, dated September 24, 1991. (Department of Agriculture and Weights and Measures)

ACTION:

6. File 96-91-3. [Sale of Property] Ordinance authorizing conveyance of a 2'x60' strip of land over Water Department's Bay Division Pipeline Right-Of-Way in San Mateo County pursuant to settlement approved by Public Utilities Commission - \$32,500. (Real Estate Department)

ACTION:

7. File 30-91-19. [Mental Health Facility] Resolution adopting Final Environmental Impact Report finding that the construction of Mental Health Skilled Nursing Facility at San Francisco General Hospital will have no significant impact on the environment and making Proposition M findings; also see File 101-91-10 and 102-91-5. (City Planning)

(Consideration continued from 10/16/91)

ACTION:

8. File 101-91-10. [Government Funding] Ordinance appropriating \$23,000,000 Department of Public Health-Community Mental Health Services, for various capital improvement projects, for the creation and deletion of one position; placing \$21,624,800 on reserve; companion measure to File 102-91-5. RO #91040. (Controller)

(Consideration continued from 10/16/91)

ACTION:

9. File 102-91-5. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Department of Public Health, San Francisco General Hospital, reflecting the addition and deletion of one position Classification A942 Senior Associated Administrator, for the 1987 Mental Health Skilled Nursing Facility Bond Program; companion measure to File 101-91-10. (Civil Service Commission)

(Consideration continued from 10/16/91)

ACTION:

Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

D 0313

SF Public Library (2)
Document Section

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 28, 1991

TO: Finance Committee

FROM: Budget Analyst - *Recommendation*

SUBJECT: October 30, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

OCT 29 1991

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PUBLIC LIBRARY

Item 1a - File 25-91-31

Department: Parking and Traffic

Item: Resolution concurring with the Controller's certification that security services for the Residential Permit Parking Program, at 370 Grove Street and the parking lot at Seventh and Harrison Streets, can be practically performed by a private contractor for lower cost than similar services performed by City and County employees.

Services to be Performed: Security services for the Residential Permit Parking Program include the presence of one security guard during business hours at the program's administrative offices located at 370 Grove Street and the presence of one security guard from 6 pm to 6 am at the parking lot at Seventh and Harrison Streets where the Department's parking enforcement vehicles are parked.

Description: The Controller has determined that contracting security services for the Residential Permit Parking Program and the parking lot at Seventh and Harrison Streets from July 1, 1991 to June 30, 1992 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$103,628	\$122,391
Fringe Benefits	<u>28,963</u>	<u>32,856</u>
Total Personnel Costs	\$132,591	\$155,247
Uniforms	<u>630</u>	<u>630</u>
Total City Services	\$133,221	\$155,877
<u>Contracted Service Costs</u>	<u>82,500</u>	<u>82,500</u>
<u>Estimated Savings</u>	\$50,721	\$73,377

Comments:

1. According to Mr. Tim Johnson of the Parking and Traffic Department, residents of areas requiring permit parking stickers must pay fees for those permits, and the Residential Permit Parking Program administrative office receives large amounts of cash and checks, in person and by mail, on a daily basis. Mr. Johnson advises that the administrative offices of the Permit Parking Program were moved from City Hall to a secluded commercial garage at 370 Grove Street during the current fiscal year. The offices were subject to armed robbery within the past 60 days, Mr. Johnson reports. Therefore, the Program is in need of security services during business hours, Mr. Johnson advises.

2. Mr. Johnson advises that the Department is required to park its parking enforcement vehicles at a lot at Seventh and Harrison Streets while access to the Hall of Justice's parking lot is restricted during the expansion of the Hall of Justice. According to Mr. Johnson, the parking enforcement vehicles have been subject to vandalism while parked in the lot at Seventh and Harrison Streets .

3. According to Parking and Traffic, these security services were first certified as required by Charter Section 8.300-1 in 1991. This is the first year such services would be performed. According to Mr. Johnson, these services would begin as soon as the Department receives authorization from the Board of Supervisors. Mr. Johnson reports that the contract amount would be pro-rated based on the number of months the service would be performed.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. Mr. Johnson further reports that these services are currently being provided on an interim basis by Burns International Security through an amendment to a contract between Burns International Security and the Department of Social Services, pending approval by the Board of Supervisors.

5. Ms. Kathryn Hile of Parking and Traffic advises these services would be funded from the Off-Street Parking Fund, and that \$118,200 is included in Parking and Traffic's Off-Street Parking Fund 1991-92 fiscal year budget for contractual services. Therefore, there are sufficient funds to pay the proposed annual cost of \$82,500.

6. The Department of Parking and Traffic has not yet selected a contractor to perform these security services, Mr. Johnson advises. According to Mr. Johnson, the proposed contract is currently being bid and would be awarded by the Purchasing Department according to MBE/WBE guidelines. Mr. Johnson reports that contract amounts noted above are based on a bid from Burns International Security, and that no firm bidding more than \$82,500 would be awarded the contract.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment Department of Parking and TrafficContract Services Security for Various LocationsFor the term starting approximately ASAP through June 30, 1992

1) Who performed services prior to contracting out?

Not previously performed.

2) Number of City employees laid off as a result of contracting out?

None

3) Explain disposition of employees if they were not laid off.

None

4) What percent of a City employee's time is spent on services to be contracted out?

None

5) How long have the services been contracted out?

Contract is new this fiscal year.

6) When was the first fiscal year for a Proposition J certification?

1991-1992

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract will be bid and awarded by Purchasing Department under MBE/WBE guidelines.

Department Representative(415) 554-9811Telephone

Item 1b - File 38-91-18

Note: This item was continued by the Finance Committee at its meeting of October 16, 1991.

Department: Airports Commission

Item: Resolution authorizing the acceptance of a gift (retired Boeing 727-100 aircraft) from United Airlines and the San Francisco Community College District (SFCCD) for joint use by the College and the San Francisco International Airport.

Amount: Valued at \$250,000

Description: The Airport reports that United Airlines has offered to donate a retired Boeing 727-100 aircraft to the San Francisco Community College District. The District would in turn donate the aircraft to the City. The aircraft is being made available for the joint use of San Francisco International Airport's Fire Department and Operations Division for crash/fire/rescue and operational training and the SFCCD's Department of Aeronautics for aircraft maintenance training. The aircraft is valued at approximately \$250,000.

Comments: 1. Mr. Don Garibaldi of the City Attorney's Office reports that the aircraft cannot be flown and would remain in a stationary position when being used for training purposes by the Airport's Fire Department and the SFCCD's Department of Aeronautics. The SFCCD is donating the aircraft to the City in order that the aircraft can be housed on Airport property. According to Mr. Garibaldi, the aircraft would be located on Airport property in a fenced-in paved area adjacent to San Francisco City College.

2. The Airport's Fire Department would use the aircraft to conduct staff orientation on the layout (ie, seating, exit doors, etc.) of the aircraft. The proposed aircraft would increase the number of aircraft used for practice drills and orientation to three. The SFCCD would use the aircraft for aviation mechanics training.

3. Mr. Garibaldi advises that the Airport has requested that this item be continued again to the Finance Committee meeting of November 20, 1991, in order to allow additional time for an agreement between the Airport and SFCCD, regarding the use of the aircraft, to be finalized. This agreement will provide guidelines for the joint use of the aircraft and include language which would stipulate that SFCCD, and not the City, would assume liability and pay all insurance costs regarding the use of the aircraft.

Memo to Finance Committee
October 30, 1991

Recommendation: Continue the proposed resolution until November 20, 1991, as requested by the Airport.

Item 1c - File 47-91-11.1

Department: Real Estate
Parking and Traffic

Item: Resolution accepting a bid for the lease of Polk-McAllister Parking Lot and awarding said lease to City Parking Company as the highest and best responsible bidder.

Description: In August of 1991, the Board of Supervisors approved legislation (File 47-91-11) authorizing the Director of Property to call for bids for a lease of the Polk - McAllister Parking Lot, located at 401 McAllister Street. Accordingly, the Director of Property issued an Invitation for Bids to be received and opened by the Real Estate Department on September 24, 1991. In response to the Invitation for Bids, the Department received a total of six qualified bids. Of the six bids which were received, City Parking Company was selected as the highest responsible bidder based on the Company's bid to pay the City 69.09% percent of gross revenues or a monthly minimum of \$2,500 for the rental of the parking lot. The bids submitted by the other five qualified bidders were as follows:

<u>Company</u>	<u>Percent of Gross revenues</u>
Federal Parking Company	67.67
Am Pac	66.00
Bay Mobile	63.09
S. F. Parking	63.00
Allright	59.57

- Comments:**
1. The current parking operator, Golden Gate Parking, pays the City 57.647 percent of gross revenue or a monthly minimum of \$2,500. Golden Gate Parking paid the City a total of \$107,660 in 1990-91. It is estimated, based on current garage patronage, that City Parking Company will pay the City approximately \$138,600 annually.
 2. The existing parking rates (City parking tax of 25% included) previously approved by the Board of Supervisors (File 47-91-12), will continue to be charged by City Parking Company for vehicles parked in the Polk-McAllister Parking Lot. These rates are as follows:

Memo to Finance Committee
October 30, 1991

<u>Time</u>	<u>Parking Charge</u>
1 hr.	\$1.50
2 hrs.	2.25
3 hrs.	2.75
4 hrs.	4.25
5 hrs.	6.50
6 hrs.	9.00
Special Event	4.00

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1d - File 64-91-31

Departments: Department of Social Services (DSS)
Real Estate Department

Item: Resolution authorizing the extension of an existing lease of real property

Location: 1625 Van Ness Avenue (portion of Second Floor)

Purpose of Lease: Office space for Emergency Response Unit of the Child Welfare Division

Lessor: Wherco

No. of Sq.Ft. and Cost Per Month: 14,120 sq.ft. @ \$1.56/sq.ft./month = \$22,000 per month

Annual Cost: \$264,000

% Increase Over 1990-91: 10 percent

Utilities and Janitorial Services Provided by Lessors: Yes, includes gas, water, electricity, scavenger and janitorial service and supplies.

Term of Lease: The lease would be extended on a month-to-month basis, beginning July 1, 1991 for a period not to exceed twelve months

Source of Funds: 25 percent General Fund (1991-92 budget)
50 percent Federal Funds
25 percent State Subvention Funds

Comments: 1. The Emergency Response Unit has been occupying office space at the 1625 Van Ness Avenue location since July 1, 1990. The lease on this office space expired June 30, 1991. The DSS is proposing to continue leasing the space at 1625 Van Ness Avenue on a month-to-month basis, pending the relocation of the Emergency Response Unit to office space at 1440 Harrison Street, which is currently occupied by DSS's Food Stamp and General Assistance Program. This Program was scheduled to relocate to 1235 Mission Street between September and October of 1991. However, the relocation was delayed, pending completion of major renovation work at the Mission Street property. The Real Estate Department anticipates the renovation work will be completed by August 1, 1992.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Ms. Judy Schutzman of the DSS reports that the Department is proposing to consolidate its Child Welfare Division, which includes the Emergency Response Unit, at the 1440 Harrison Street location. The Real Estate Department reports that the City has a 20 year lease (August 9, 1986 to June 30, 2005) on the Harrison Street property.

3. According to the Real Estate Department, the monthly rental rate of \$22,000 for 14,120 sq. ft. @ \$1.56 per square foot represents the current fair market rental for the proposed office space.

Recommendation: Approve the proposed resolution.

Item 1e - File 101-90-127.2

Department: Department of Public Works (DPW)

Item: Request for release of reserved funds for the City Hall dome repair construction contract.

Amount: \$907,350

Source of Funds: 1990 Earthquake Safety Bond funds

Description: The Board of Supervisors previously appropriated (File 101-90-127) \$26,500,000 from the second sale of 1990 Earthquake Safety bond funds for the Earthquake Safety Program Phase 2, and placed \$12,366,998 on reserve for architectural, engineering and construction services for the City Hall project. The proposed release of reserve of \$907,350 would be used for the City Hall dome repair construction contract, leaving a balance on reserve of \$11,459,648 for the City Hall project. The proposed City Hall dome repair construction contract would be awarded to Charles O. Jones, Inc., a City-certified LBE firm. The proposed City Hall dome repair project would include the replacement of drain piping, dome roofing systems and concrete slabs.

Comments: 1. The Bureau of Architecture reports that the proposed release of reserved funds for the City Hall dome repair would be used as follows:

<u>General Contractor Construction</u>	
Charles O. Jones, Inc.	\$276,216
<u>Subcontractors</u>	
TABCO - concrete repair	39,950
Lawson Roofing - roofing replacement	89,252
Concrete Iron - metal fabrication	220,081
Alart - replacement of drain piping	103,583
J&J Sheetmetal - sheetmetal work	<u>59,918</u>
Subtotal Construction	\$789,000
<u>Contingency</u>	
15 percent of Construction costs	<u>118,350</u>
Total requested Release of Reserved funds	\$907,350

2. As noted above, Charles O. Jones, Inc. is a City-certified LBE firm. However, neither the General Contractor nor any of the above-listed subcontractors are City-certified as MBE and/or WBE firms. Mr. Tom Thornton of the DPW's Bureau of Architecture reports that in order to encourage the

BOARD OF SUPERVISORS
BUDGET ANALYST

General Contractor to use MBE and/or WBE firms, the DPW will be sending a written request to the General Contractor requesting that any suppliers or other additional subcontractors which the General Contractor may use on the proposed project be City-certified as MBE and/or WBE firms.

3. Mr. Thornton reports that the dome repair construction contract was advertised in local newspapers and periodicals. In addition, Mr. Thornton reports that the DPW sent an advertisement to all City-certified MBE and/or WBE firms who were listed as construction-related firms with the Human Rights Commission. In addition, Mr. Thornton indicates that follow-up phone calls were made to these City-certified firms in order to encourage them to bid on the project. Mr. Thornton also reports that a lump sum bid was issued by the DPW, meaning that the contract would be awarded to the lowest bidder. The DPW selected Charles O. Jones, Inc. because they were the low bidder.

4. Also as noted above, the DPW is requesting a contingency of 15 percent, rather than a contingency of 10 percent which is usually included in DPW construction contracts. Mr. Thornton states that based on the DPW's previous experience with similar types of seismic upgrading construction projects, it is likely that unforeseen additional cracks or damage will be found. Therefore, the DPW is requesting funds for a fifteen percent contingency.

5. The \$276,216 budgeted for the General Contractor would be used for structural steel work construction, overall project coordination and pedestrian traffic control.

6. According to Mr. Thornton, the above-listed budget is for approximately 75 working days beginning on approximately December 1, 1991 through mid-March, 1992.

7. The proposed dome repair construction would constitute the first phase of the overall City Hall repairs. The first phase of the work would be performed in areas which have the least impact on the building occupants and services. Later phases of the City Hall repair work are scheduled to begin in November, 1992, and would constitute repair and strengthening of ground and main floor walls at building corners, and the installation of bracing at the ground and main floors. Mr. Thornton indicates that the proposed City Hall dome repair would have minimal impact upon the building tenants and no staff would have to be relocated. However, later phases would require partial and temporary relocation of staff.

8. Mr. Thornton indicates that one of the bidders on the proposed project is protesting the bid award. The City Attorney's Office is currently reviewing this protest, and therefore, the Department of Public Works has requested that the proposed request for release of reserved funds be continued for one week, until November 6, 1991.

9. As requested by the Finance Committee at the October 2, 1991 meeting, the Bureau of Architecture is in the process of preparing a report entitled, "Improving the Quality of the Work Environment at City Hall." Mr. Thornton indicates that the report will evaluate additional renovations in City Hall which may be completed in conjunction to the seismic upgrading project. Mr. Thornton reports that these renovations may include upgrades to the Cafeteria, installation of a gym, improving disability access in restrooms, and the installation of an automated teller machine. Mr. Thornton indicates that the DPW anticipates issuing this report to the Board of Supervisors in January, 1992, which would include the scope and a cost analysis of these renovations.

Recommendation: Continue the proposed request for release of reserved funds until the Finance Committee meeting of November 6, 1991.

Item 1f - File 100-91-1.2

Note: This item was continued by the Finance Committee at its meeting of October 9, 1991.

Department: Medical Examiner/Coroner

Item: Release of reserve

Amount: \$36,000

Source of Funds: General Fund

Description: In the 1991-92 Medical Examiner/Coroner budget, the Finance Committee reserved \$36,000 for the purchase of equipment (furniture), pending the Department submitting budget details on the expenditure of these funds.

The Medical Examiner/Coroner's Office reports that the \$36,000 would be used to create, and furnish modular office space in two rooms that house the department's physicians and medical technologists. Currently, according to the Department, five staff are housed in two offices with limited space and no privacy and, as such, dictation, court preparations, consultations and interviews are extremely difficult to conduct. The Department reports that within the next five months, with the hiring of additional pathologists, the existing space will need to accommodate five full-time forensic pathologists plus two full-time medical technologists. Additionally, the area will be used to house forensic residents who are participants in a training program.

The Medical Examiner/Coroner projected budget for the purchase of the office furnishings and equipment is detailed below:

Office #1 - Furnishings

19 Panels	\$5,209.00
6 work surfaces/pedestals/files	2,275.50
8 chairs	2,170.00
6 storage cabinets	1,218.00
6 Tasklights	423.00
3 drawers	136.50
4 Fillers	468.50
5 Brackets/Tackboards	<u>417.00</u>
Subtotal	\$12,317.50

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Office #2 - Furnishings

17	Panels	\$5,642.50	
8	Worksurfaces/Pedestals	3,231.50	
6	Storage Cabinet	1,560.00	
6	Task lights	459.00	
6	Tackboards	488.00	
6	Chairs	1,936.50	
5	Drawers	227.50	
3	Brackets	247.50	
7	Fillers	315.00	
4	Files/Overhead/Storage	<u>1,514.00</u>	
	Subtotal		\$15,621.50
	Delivery & Installation	996.00	
	Sales Tax	<u>2,304.97</u>	
	Subtotal		3,300.97
1	West Coast Table top/Microscope	332.00	
1	West Coast Table base/Microscope	198.00	
	Sales Tax	43.73	
	Delivery & Installation	<u>151.00</u>	
	Subtotal		<u>724.73*</u>
	Total		\$31,964.70

* The Medical Examiner/Coroner reports that the West Coast Table top and base had to be special ordered and therefore was not included in the same bid with the other furnishings. The Department advises that the amount listed for these items is estimated.

Comment:

As noted above, the Medical Examiner/Coroner has projected a total cost of \$31,964.70 for the required furnishings. However, the Department is requesting that a total of \$32,500 be released from reserve, since the \$724.73 cost for the West Coast Table (top and base) is only an estimate. The \$32,500 is \$3,500 less than the \$36,000, which was placed on reserve.

Recommendation: Release \$32,500 of the \$36,000 request and continue to reserve \$3,500.

Item 1g - File 100-91-1.5

Department: Department of Public Works (DPW)
Bureau of Architecture

Item: Request for release of reserved funds for telecommunications for the Bureau of Architecture.

Amount: \$74,634

Source of Funds: DPW Overhead Fund

Description: During the annual FY 1991-92 budget review process, the Mayor recommended placing \$138,000 on reserve for telecommunications until the Bureau of Architecture had identified a relocation site and associated costs for telecommunications.

The Board of Supervisors authorized a three-year lease of real property (File 64-91-28) for the Bureau of Architecture at 30 Van Ness Avenue. The Bureau of Architecture reports that additional office space is needed because the Public Library has requested that the Bureau of Architecture vacate the premises at 45 Hyde Street, which houses 70 of the Bureau's 81 current employees, to provide space for Library functions, and because the Bureau is in need of additional office space to accommodate an additional 24 architectural and technical staff hired because of the Bureau's increased workload on bond funded projects. Therefore, a total of 94 employees would be located at 30 Van Ness.

The Bureau of Telecommunications has estimated that the Bureau of Architecture would require \$74,634 of the \$138,000 placed on reserve for the implementation of a telecommunications system at 30 Van Ness Avenue, leaving a balance on reserve of \$63,366.

Comments: 1. The Bureau of Telecommunications reports that the total telecommunication system (not including monthly telephone service charges), including installation, line service charges and maintenance services would cost approximately \$551,640. The Bureau of Telecommunications reports that this cost would be amortized over a six-year period, for an annual cost of approximately \$91,940. After six years, the Bureau of Architecture would only have to pay for monthly telephone service charges.

2. Mr. Gary Johnson of the DPW's Bureau of Architecture reports that the proposed telecommunications system would be fully installed and operational by December 1, 1991. The

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proposed release of reserve would provide funds for the first year of amortization costs, and for local and long distance phone charges. The Bureau of Telecommunications has estimated the following costs beginning in December, 1991 through June 30, 1992:

System Amortization Costs	\$53,634*
Local/long distance charges	<u>21,000</u>
Total	\$74,634

*As noted, annual amortized cost of system is approximately \$91,940. The \$53,634 requested for amortized costs is for seven months only.

3. Ms. Joanne Hicks of the Bureau of Telecommunications reports that the proposed telecommunications system would allow the Bureau of Architecture to connect with the existing City telephone system. Mr. Johnson reports that the telecommunications system would also enable the Bureau of Architecture to use phone cables to transmit data on computers throughout DPW divisions, such as financial reports and current data on City building renovations and seismic upgrading projects.

4. Telecommunication system costs are for the proposed AT&T Definity G.1 system. This system would include 126 telephone sets, line service charges, a four zone paging unit, four NCR Terminals for networking with the City's existing phone system, wiring, data cables, installation costs and a four year maintenance contract with AT&T. Ms. Hicks states that the four year maintenance contract with AT&T is similar to existing maintenance contracts in other City Departments, and would allow the City to receive maintenance for a four year period at no additional cost.

5. Mr. Johnson also reports that the Bureau of Architecture's current local and long distance monthly charges are approximately \$3,000 monthly. Therefore, the Bureau of Architecture is requesting \$21,000 for local and long distance monthly charges for a seven month period from December 1, 1991 through June 30, 1992. As noted above, the system would be fully operational by December 1, 1991. Mr. Johnson states that the monthly charges are approximately \$3,000 because of the 24 additional employees, and because of extensive long distance usage. Mr. Johnson reports that the architect for the new Main Library is located in New York and various vendors for bond-funded projects are located outside the Bay area.

6. As noted, the proposed telecommunications system would be amortized over a six-year period. However, the previously approved lease at 30 Van Ness Avenue (File 64-91-28) lasts for only three years, ending on October 31, 1994. Mr. Mark Primeau of the DPW's Bureau of Architecture reports that the lease can be renegotiated at the end of the three year period. Mr. Primeau states that the Bureau plans on remaining at the 30 Van Ness Avenue location throughout the six year period, and it is likely that existing staff would be remain until the year 2000 to complete bond funded projects. Mr. Primeau also states that in the event that the Bureau would require more space than what is available at 30 Van Ness Avenue, the telecommunication system could be moved to another location at a minimal cost because the proposed telecommunications system includes the capability to network with the City's existing phone system.

7. As noted above, the proposed release of reserved funds would provide funds for four NCR terminals used for networking with the City's existing phone system. However, Ms. Hicks reports that the Bureau of Architecture would only require two NCR Terminals rather than four NCR terminals as requested. The Bureau of Telecommunications reports that the four NCR terminals cost \$6,250 each. Therefore, the proposed requested release of reserve should be reduced by \$12,500 (2 terminals at \$6,250 each).

Recommendation: Reduce the requested release of \$74,634 of reserved funds by \$12,500 to the amount of \$62,134.

Item 1h - File 146-91-61.1

Department: Department of Public Health (DPH)
AIDS Office

Item: Release of funds reserved by the Finance Committee

Amount: \$859,221

Source of Grant: State Department of Health Services, Office of AIDS

Term: July 1, 1991 through June 30, 1992

Project: Master Grant Agreement

Description: The Board of Supervisors at its August 21, 1991, meeting approved a resolution authorizing the Department of Public Health, AIDS office, to accept and expend a grant of \$2,787,546 from the California Department of Health Services to continue funding the Master Grant Agreement Consolidated Funding Program (Resolution 741-91). The Master Grant Agreement was established by the State Office of AIDS in February 1989 to consolidate the City's various AIDS-related programs. Six programs are funded under the Master Grant Agreement: (1) Alternative Test Sites; (2) Early Intervention Program; (3) Block Grant Funding; (4) Education and Prevention; (5) Pilot Care Projects; and (6) Residential AIDS Shelters. DPH is responsible for administering the grant funds for the six programs.

In Resolution 741-91, the Board of Supervisors reserved funds totalling \$1,008,279 pending determination of contract budgets. Of the \$1,008,279, \$311,821 was reserved for the Alternative Test Sites Program, \$396,458 was reserved for the Education and Prevention Programs, and \$300,000 was reserved for the Early Intervention Program. In addition, \$38,306 was reserved for the Education and Prevention Program pending the determination of specific budget information and the allocation of funds.

The Department of Public Health is requesting the release of the following funds reserved pending the determination of contract budgets: \$311,821, or the entire amount, for the Alternative Test Sites Program, \$244,803 of \$369,458 for the Education and Prevention Programs, and \$300,000, or the entire amount, for the Early Intervention Program. The budgets for the requested amounts are as follows:

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Alternative Test Sites Program

\$311,821

Contractor: UCSF AIDS Health Project

Personnel

Counselors (1.4 FTE)	\$42,399
Site Clerks (1.97 FTE)	46,808
Nurses (.96 FTE)	44,923
Phlebotomists (.84 FTE)	23,305
Phone Appt. Clerk (1.8 FTE)	42,860
Special Project Asst. (.7 FTE for 2 mos.)	<u>3,208</u>

Total Salaries (7.67 FTE)	\$203,503
Fringe Benefits (24 percent)	<u>48,841</u>

Total Personnel \$252,344

Operating Expenses

Materials/Supplies	\$ 1,340
Postage	1,564
Printing/Reproduction	910
Facilities/Space	1,112
Staff Travel	1,200
Utilities	1,794
Interpreters	1,200
Medical Supplies	4,255
Nursing Registry	2,000
Mobile Testing Facility Expense (2)	<u>3,450</u>

Total Operating Expenses \$18,825

Contractor's Indirect Costs

(16 percent of Total Personnel) 40,652

Total \$311,821

Education and Prevention Programs

\$244,803

Prevention and Education for Homeless Youth

Contractor: Central City Hospitality House

Personnel

Youth Director (.10 FTE)	\$2,100
Program Coordinator (.135 FTE)	2,400
Sr. Case Mgr. (.10 FTE)	2,200
Accountant (.10 FTE)	2,800
Case Manager (.16 FTE)	2,100
AIDS Health Educator (.5 FTE)	<u>6,700</u>

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Total Salaries (1.095 FTE)	\$18,300	
Fringe Benefits (15 percent)	<u>2,700</u>	
Total Personnel		\$21,000

Operating Expenses

Materials/ Supplies	\$ 500	
Printing/Reproduction	500	
Facilities/ Space	1,000	
Staff Training	1,500	
Stipends for Study Subjects	1,000	
Condoms/Hygiene	2,500	
Brochures/Educational Materials	<u>2,000</u>	
Subtotal Operating Expenses		<u>9,000</u>

Total Central City Hospitality House		\$30,000
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Prevention and Education for Gay/Bisexual Males

Contractor: Operation Concern

Personnel

Program Coordinator (1.0 FTE)	\$23,708
Receptionist (.20 FTE)	3,386
Intake Worker (.10 FTE)	<u>1,863</u>

Total Salaries (1.3 FTE)	\$28,957
Fringe Benefits (19 percent)	<u>5,502</u>

Total Personnel		\$34,459
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Operating Expenses

Materials/ Supplies	\$ 357	
Printing/Reproduction	380	
Postage	301	
Facilities/ Space	4,336	
Utilities	173	
Staff Training	197	
Promotions/Advertising	<u>1,047</u>	
Subtotal Operating Expenses		6,791

Contractor's Indirect Costs (10 percent of total)	<u>4,583</u>	
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Total Operation Concern		\$45,833
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Contractor: 18th Street Services

Personnel

Outreach Worker (1.0 FTE)	\$18,333
Coordinator (.025 FTE)	<u>458</u>

Total Salaries (1.025 FTE)	\$18,791
Fringe Benefits (18 percent)	<u>3,759</u>

Total Personnel	\$22,550
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Operating Expenses

Materials/ Supplies	\$ 458	
Facilities/ Space	3,850	
Staff Training	458	
Local Travel	285	
Project Supplies	917	
Office Furniture	<u>916</u>	
Subtotal Operating Expenses		6,884

Contractor's Indirect Costs (8 Percent of total)	<u>2,649</u>
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Total 18th Street Services	\$32,083
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TOTAL Prevention and Education Gay/Bisexual Males	\$77,916
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Prevention and Education for Women of
Childbearing Age

Contractor: Women's Institute on Mental Health

Personnel

Executive Director (.10 FTE)	\$4,500
Project Coordinator (.50 FTE)	13,800
Outreach Worker (.50 FTE)	12,600
HIV Counselor (1.0 FTE)	<u>25,200</u>

Total Salaries (2.1 FTE)	\$56,100
Fringe Benefits (18 percent)	<u>10,099</u>

Total Personnel	\$66,199
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October 30, 1991

Operating Expenses

Materials/ Supplies	\$2,438	
Insurance	1,200	
Printing/Reproduction	4,000	
Postage	250	
Facilities/ Space	5,626	
Staff Training	500	
Staff Travel	2,800	
Utilities	3,780	
Educational Material	3,500	
Advertising	<u>2,000</u>	
Subtotal Operating Expenses		<u>\$26,094</u>

Total Women's Institute for Mental Health \$92,293

Contractor: Planned Parenthood

Personnel

Nurse Practitioner	\$21,251
Program Coordinator	<u>15,603</u>

Total Salaries	\$36,854
Fringe Benefits (18 percent)	<u>6,480</u>

Total Personnel \$ 43,334

Operating Expenses

Educational Material	\$640	
Postage	200	
Printing/Reproduction	<u>420</u>	
Total Operating Expenses		1,260

Total Planned Parenthood 44,594

TOTAL Prevention and Education for
Women of Childbearing Age \$136,887

Total Central City Hospitality House,
Operation Concern, 18th Street Services,
Women's Institute on Mental Health,
Planned Parenthood \$244,803

Early Intervention Program

\$300,000

Contractor: Mission Neighborhood Health Center
Personnel

Physician (.19 FTE)	\$15,444
Phlebotomist (.25 FTE)	5,184
Lic Voc Nurse (.25 FTE)	6,552
HIV/AIDS Coord. (.39 FTE)	17,410
Eligibility Intake (1.0 FTE)	19,200
Health Educator (1.0 FTE)	29,390
Social Worker (1.0 FTE)	40,416
Administrative Asst. (.5 FTE)	13,104
Security Guard (.62 FTE)	16,249
Physician Liaison (.20 FTE)	15,392
Program Assistant (.10 FTE)	<u>2,621</u>

Total Salaries (5.5 FTE) \$180,962

Fringe Benefits (27 percent) 48,860

Contract Personnel (Physician's Asst.) 9,880

Total Personnel \$239,702

Operating Expenses

Travel	\$1,500
Office Supplies	1,000
Medical Supplies	2,500
Educational Materials	1,000
Postage	500
Printing & Reproduction	1,200
Utilities	3,000
Laboratory Services	23,909
Malpractice Insurance	<u>1,719</u>

Total Operating Expenses 36,328

Contractor's Indirect Costs
(10 Percent of Total Personnel) 23,970

Total Mission Neighborhood Health Center \$300,000

Grand Total \$856,624

In addition, the DPH is requesting that \$2,667 of the \$38,306, reserved pending the determination of specific budget information and allocation of funds, be released. The \$2,667 would be used to provide sufficient funds for increasing an existing Health Educator position in this grant from .50 FTE to a full 1.0 FTE. The Board of Supervisors approved \$27,000 for this increased position when it authorized the DPH to accept and expend the Master Grant. However, the total cost of increasing the position would be \$2,667 more than the approved \$27,000, thus, the DPH is requesting \$2,667 be released.

Comments:

1. In the letter to the Board of Supervisors requesting that the reserved funds be released, the DPH requested the release of \$859,221. However, as reflected above, the total amount required would be \$859,291, (\$2,667 plus \$856,624). Therefore, the amount released should total \$859,291.

2. Of the total \$1,008,279 reserved pending determination of contract budgets, \$151,655 would remain on reserve according to the DPH's \$856,624 request for release of reserved funds. This balance of \$151,655 would continue to be reserved for the Education and Prevention Programs, because, of the \$396,458 reserved for the Education and Prevention Programs, the DPH has requested the release of only \$244,803. The reason for this is because (1) a \$73,000 request for proposal for media and advertising services is still outstanding, and (2) contracts were not approved before the October 1, 1991 budgeted starting date, and thus were prorated.

3. Of the \$38,306 reserved for the Education and Prevention Programs, pending determination of specific budget information and the allocation of funds, DPH is requesting the release of \$2,667, leaving a balance of \$35,639 which would continue to be reserved.

Recommendation: Continue to reserve \$151,655 for the Education and Prevention Programs pending determination of contract budgets.

Continue to reserve \$35,639 for the Education and Prevention Program pending specific budget information and the allocation of funds.

Release a total of \$859,291 of reserved funds.

Item 2 - File 170-91-7

Department: Mayor's Office of Business and Economic Development (MOBED)

Item: Resolution authorizing the issuance of insured revenue bonds relating to the financing of a project at the facilities of Irwin Memorial Blood Centers.

Amount: Not to exceed \$10 million

Description: Section 7.311 of the City's Charter specifies that the Board of Supervisors may, by resolution, authorize the issuance of bonds to assist private parties in the financing or refinancing of the acquisition, construction, or improvement of industrial, commercial and business facilities. The Irwin Memorial Blood Bank plans to expand its existing operation by renovating its existing facilities at 270 Masonic Avenue, as well as the adjoining property located at 250 Masonic Avenue, recently acquired by the Blood Bank. In addition, the Blood Bank plans to install a new computer system to be used for donor information tracking and retrieval.

To assist in the financing of the Blood Bank's expansion and renovation efforts, the Mayor's Office of Business and Economic Development is proposing that the City issue insured revenue bonds. The Irwin Memorial Blood Bank would retire the bonds using net operating revenues generated annually.

The Mayor's Office of Business and Economic Development has provided the following summary of the sources and uses of the bond funds:

Sources of funds:

1991 Series A Bonds (This resolution)	\$8,500,000
Interest earnings on Bond funds	703,000
Irwin Memorial Blood Bank cash contribution	<u>2,433,000</u>
Total Sources of funds	\$11,636,000

Uses of funds:

Expansion and renovation costs	\$10,520,000
Bond reserve account	705,000
Underwriters discount	131,750
Original issue discount	39,000
Bond insurance	119,000
Costs of issuance	<u>121,250</u>
Total	\$11,636,000

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The costs of issuance include legal, printing, trustee, as well as other miscellaneous costs associated with the issuance of the bonds.

Comments:

1. Although the proposed resolution specifies a total proposed authorization for an amount not to exceed \$10 million, MOBED reports that the current proposed bond sale will likely total approximately \$8.5 million. According to A.G. Edwards and Sons, Inc., the lead underwriter of the proposed bond issue, the proposed debt service would occur over a period of 30 years at a market interest rate currently estimated at 6.75 percent. Given an interest rate of 6.75 percent, the annual debt service would be approximately \$670,000.

2. Irwin Memorial Blood Bank proposes to retire the bonds from its net revenues generated through operations. The Blood Bank receives most of its revenues through the blood products and services provided to and paid for by local area hospitals. The Blood Bank also receives minor support through contracts and grants and donations. According to records included in the Official Statement of the proposed bond issue, the Blood Bank has maintained surpluses in each of the last three years. For 1990, the Blood Bank's revenues exceeded its expenses by \$955,000. For 1991, it is estimated that the revenue surplus will total \$2.4 million.

3. The proposed bond issue would be secured through insurance provided by the State of California's Health Facility Construction Loan Insurance Program. Irwin Memorial Blood Bank would issue a Deed of Trust on the property to the State as security for the bond issue. Since the proposed bond issue would be secured through the State of California, the bond issue would receive a rating of "AAA," the highest available credit rating. Such a credit rating would serve to lower the interest rate on the bond issue and would make the bonds more marketable to potential investors.

4. To compensate the City for its assistance in issuing the bonds, the City would receive approximately \$35,000 from the Irwin Memorial Blood Bank. Of the total of \$35,000, the Blood Bank would pay to the City approximately \$21,250 (0.25 percent of the value of the bond issue, which is \$8,500,000) upon issuance of the bonds. The remaining amount of \$13,750 (approximately one-twentieth of one percent of the outstanding bonds remaining each year) would be paid out over the life of the bonds as a processing fee to the City. MOBED negotiated the fee amount of \$35,000 with Irwin Memorial Blood Bank. MOBED also advises that the \$35,000 is in line with what is generally charged for such services.

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5. Pursuant to Charter Section 7.311, neither the City's faith nor its credit would be pledged in order to retire the bonds. According to the City Attorney's Office, because the bond issue is insured by the State, the City's existing credit rating would not be affected. MOBED also states that normally, in order to issue bonds on behalf of a private non-profit organization, a letter of credit must be obtained by the non-profit organization from a third party, such as a private bank or another government agency, or the non-profit organization must have sufficient cash resources on hand to pay off the bond debt. The letter of credit or the commitment of the organization's cash resources would serve to enhance the value of the bonds to be issued and release the City's faith and credit as security for the retirement of the bonds (which is required by Charter Section 7.311). However, as previously noted, Irwin Memorial Blood Bank has secured insurance through the State Health Facility Construction Loan Insurance Program in lieu of a letter of credit from a private bank.

6. Although the Irwin Memorial Blood Bank could finance the costs of expansion and renovation through private financing sources, the option to use the City's bonding capacity would reduce the Blood Bank's financing costs through lower interest rates. The lower interest rate results from the securing of the bonds through the State Health Facility Construction Loan Insurance Program, and the tax exempt nature of the City-sponsored bond issue.

7. Further, according to MOBED, the Irwin Memorial Blood Bank could have opted to finance the expansion and renovations from bonds issued directly through the California Health Facilities Financing Authority and insured through the State Facility Construction Loan Insurance Program. However, the Blood Bank believes that the City's greater visibility as a financing source would enhance the marketability of the bonds, and as such requested the City to issue the bonds.

8. The Blood Bank has chosen not to pursue financial support from the local community to finance the needed expansion and renovations, because the community already contributes to the Blood Bank in the form of voluntary blood donations.

9. It should be noted that, at its meeting of October 23, 1991, the Finance Committee recommended to the Board of Supervisors a similar resolution that would extend assistance, through a bond issue, to the San Francisco Symphony to finance acoustical renovations to Davies Symphony Hall.

10. The City does not regularly issue bonds on behalf of private non-profit organizations, such as the Irwin Memorial Blood Bank. Although the proposed bond issue is sufficiently secured and would not result in the City's pledging of its faith and credit, as required by Charter Section 7.311, the proposed resolution authorizing the bond issue is a policy matter for the Board of Supervisors. At issue is the policy direction for determining:

- How the City selects private organizations to receive financial assistance through bond issues;
- The benefit, either financial or otherwise, to the City of issuing such bonds.

11. MOBED has responded that the City derives a public benefit by issuing bonds for non-profit organizations to assist such organizations in increasing or enhancing their level of service to the public.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 3 - File 127-91-13

Note: This item was continued at the October 23, 1991 Finance Committee meeting.

Item: Ordinance amending Article 12-A and Article 12-B of Part III of the City's Municipal Code (Payroll Expense Tax Ordinance and Gross Receipts Tax Ordinance) by amending Section 906 and Section 1005.5, respectively, to exempt any tenant of the Port of San Francisco whose principle business is ship repair and whose work force consists of at least 30 percent San Francisco residents and also to exempt any subcontractor of any such exempt ship repair business which derives at least 70 percent of its revenues from the ship repair industry.

Description: On September 3, 1991, the Board of Supervisors passed a resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco. The seventh point of this Seven Point Policy Plan was to support amendments to the City's Municipal Code that would provide exemption from the City's Payroll and Gross Receipts Tax to all tenants of the Port of San Francisco whose principal business is ship repair and at least 30 percent of their work force are San Francisco residents and to exempt from the Payroll and Gross Receipts Tax all subcontractors of these ship repair businesses who derive at least 70 percent of their revenues from the ship repair industry. The proposed ordinance would amend the City's Municipal Code to exempt those ship repair companies and subcontractors meeting the above conditions.

Comments: 1. Mr. Richard Sullivan of the Tax Collector's Office reports that the ship repair companies would have to apply for the Payroll and Gross Receipts Tax exemption by annually submitting a report to the Tax Collector's Office requesting the exemption and providing documentation of the company's compliance with the proposed ordinance's requirement that at least 30 percent of their work force are San Francisco residents and, for ship repair subcontractors, that at least 70 percent of their revenues are from the ship repair industry.

2. Currently, only nonprofit corporations and Skilled Nursing Facilities are exempt from the City's Payroll and Gross Receipts Tax.

3. For FY 1991-92, the City has budgeted \$147.2 million or 11.3 percent of the General Fund revenue in Payroll and Gross Receipts Taxes.

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4. Mr. Sullivan reports that the ship repair industry paid \$352,731.73 in Payroll Taxes in calender year 1989 and \$360,836.18 in Payroll Taxes in calender year 1990, or approximately .24 percent of the City's total Payroll and Gross Receipts Tax revenues. Therefore, based on previous experience, the proposed ordinance could result in reduced General Fund revenueš to the City of approximately \$360,836 annually.

Recommendation: The proposed ordinance is a policy matter for the Board of Supervisors.

Item 4 - File 106-91-5

Note: This item was transferred from the Administration and Oversight Committee as it was determined to have a fiscal impact on the City.

1. The proposed resolution would authorize the Civil Services Commission to expend budgeted funds in the amount of \$89,500 to conduct the salary survey for salary standardization for fiscal year 1992-93.

2. Salary Standardization Procedure

The Civil Service salary standardization procedure with respect to Miscellaneous positions operates under the general guidelines of Section 8.401 of the City Charter. This Section provides that City and County Miscellaneous employees be paid "...in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 applies to all employees covered by Section 8.401 and provides a set procedure and a mathematical formula by which wages for those employees will be set. The procedure requires that data on wages paid for comparable employment be collected from five Bay Area counties (Marin, San Mateo, Santa Clara, Alameda, and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

Section 8.407 provides the basis for the wage and salary survey conducted to establish wage rates for Miscellaneous City and County employees. The survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. Survey data on wages and salaries are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage, as determined by the survey, is above the wage paid by the City and County, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City and County, no wage increase is warranted. In general, if the Civil Service Commission recommends a benchmark class for an increase, all classes tied to the benchmark class will be recommended for a corresponding increase; if the benchmark class is not recommended for an increase, none of the classes tied to that benchmark class will be recommended for a wage increase.

Subsequent to releasing the preliminary salary survey, notices are distributed to employees and employee groups regarding the procedure for requesting adjustments to the recommendations. These internal adjustment requests are analyzed by the Civil Service Commission. Where appropriate, internal salary adjustments over those indicated by the survey are incorporated into the salary recommendations. The amended recommendations are made available at a public hearing after which they are submitted to the Board of Supervisors.

The Commission updates the salary survey each year in an effort to comply with the Charter's provision (contained in Section 8.407) that salaries be set in accordance with the "prevailing rates" in other jurisdictions. The Charter does not require the survey update. For purposes of setting the salaries for San Francisco employees, however, the Civil Service Commission has defined "prevailing rate" as that rate effective July 1 of the corresponding fiscal year in other jurisdictions. With this definition, the preliminary survey must be updated after the July 1 salaries in other jurisdictions have been determined. In a letter of opinion dated February 16, 1977, the City Attorney concurred with the concept of using July 1 salaries as the "prevailing rate" for purposes of setting San Francisco salaries.

3. Charter Section 8.401 governs in part the method of setting salaries for positions within the City and County service and provides the following:

"Not later than January 15th, 1944 and every five years thereafter and more often if in the judgement of the Civil Service Commission or the Board of Supervisors economic conditions have changed to the extent that revision of existing schedules may be warranted in order to reflect current prevailing conditions, the Civil Service Commission shall prepare and submit to the Board of Supervisors a schedule of compensation as in this section provided."

4. The following is a tabulation of general increases in salaries since the updated salary survey for fiscal year 1991-92 in the majority of the public jurisdictions from which the Civil Service Commission collect salary data under the provisions of the Charter:

Public Jurisdictions
Salary Increases Since March of 1991

Marin County	6.0%
Contra Costa County	0.0%
Alameda County	4.5%
Santa Clara County	3.0%
San Mateo County	6.0%
State of California	0.0%
City of San Jose	5.0%
City of Oakland	3.0%

The Bureau of Labor Statistics (BLS) has reported an approximate average 4.2 percent annual increase in wages in private employment in the greater Bay Area during the past year through June of 1991.

5. Mr. Pat Finney of the Civil Service Commission estimates that the above increases since March of 1991 would result in increases for the City's Miscellaneous employees of approximately 2.5 to three percent. Given the fact that City employee salaries were not increased by an average of 5.6 percent for FY 1991-92, the total current salary increase would be approximately 8.1 to 8.6 percent. It should be noted, however, that historically the results of the final salary survey, released in March of each year, indicate that the actual percentage increase is significantly more than the percentage estimate resulting from the preliminary survey. The Civil Service Commission found that a review of the tabulation of Bay Area salary increases and BLS certifications disclosed that increases in salaries in other jurisdiction are sufficiently significant to warrant a salary survey of public jurisdictions and private employment in order to make salary recommendations for fiscal year 1992-93.

Comments

1. This will be the ninth year in which the private sector portion of the salary survey will be provided by contract through the State Personnel Board with the Joint Powers Agency consisting of the City of Anaheim, Hayward Unified School District, County of Sacramento, Sacramento Utilities District, and the County of Sonoma. (Charter Sections 8.401 and 8.407 require the Commission to collect such data from "recognized governmental Bay Area salary and wage surveys of private employers...") Commission staff report that the cost of the contract with the Joint Powers Agency will be \$84,000 including a salary survey update which may be done later in the fiscal year. The Commission's 1991-92 budget for all Charter-required surveys, including uniformed members of the Police and Fire Departments, Registered Nurses and Transit Operators as well as Miscellaneous employees, totals \$89,500. The remaining funds in the amount of \$5,500 would be used to staff field work, mail questionnaires, telephone use including long distance, printed forms and salary survey books, additional printing costs associated with the salary standardization ordinances and follow-up contacts with surveyed agencies.

2. In FY 1991-92, the City rejected the Salary Standardization Ordinance and imposed a wage freeze in order to eliminate a projected budgetary shortfall. In exchange for the wage freeze, the employee unions entered into Memoranda of Understanding with the City, which required the placement of Proposition B on the November, 1991 ballot. Proposition B is a Charter amendment that will require the City to negotiate, through collective bargaining, wages, hours, benefits and working conditions for Miscellaneous employees. Collective bargaining would begin in FY 1992-93.

3. Furthermore, the various Memoranda of Understanding with the employee unions specify that the City shall approve the Salary Standardization Ordinance for FY 1992-93 as it would apply under Charter Sections 8.401 and 8.407. The estimated cost of Salary Standardization for all employees for FY 1991-92 would have been \$75.8 million, including \$60.4 million in General Fund costs. If the cost of Salary Standardization in FY 1992-93 is comparable to FY 1991-92, then the total cost of Salary Standardization in FY 1992-93 for all employees would be approximately \$151.6 million, including \$120.8 million in General Fund costs.

4. On October 22, 1991, the Administration and Oversight Committee approved the proposed resolution.

Recommendation

Approve the proposed resolution.

Item 5 - File 249-91-1

Department: Department of Agriculture, Weights and Measures

Item: The proposed resolution would revise the fee schedule of the Department of Weights and Measures by ratifying the State Schedule of Fees, dated September 24, 1991.

Description: Section 1.15.1 of the Administrative Code provides for the City to test noncommercial weighing and measuring devices in accordance with Section 12210 of the California Business and Professions Code. Noncommercial weighing and measuring devices would include, devices which use does not result in the buying or selling of a commodity (i.e., scales at high schools used to weigh athletes, gas pumps that provide fuel for a given company's own use). Additionally, Section 1.15.1 provides that the City's Department of Agriculture, Weights and Measures fee schedule will be the same as the fee schedule established annually by the State of California's Division of Measurement Standards, for testing noncommercial weighing and measuring devices. The proposed resolution would revise the fee schedule of the Department of Agriculture, Weights and Measures to correspond to the State's new fee schedule (adopted 9/24/91), as follows:

<u>Weighing and Measuring Devices</u>	<u>Current Fees</u>	<u>Revised Fees</u>	<u>Difference</u>	<u>Percent Change</u>
Small Capacity Scales (under 3,000 lbs.)	\$50.00/hr.	\$63.50/hr.	\$13.50/hr.	27%
Large Capacity Scales (exceeding 3,000 lbs.)				
Requiring Vehicles 10,000 to 40,000 lbs.	65.00/hr.	80.00/hr.	15.00/hr.	23
Requiring vehicles more than 40,000 lbs.	95.00/hr.	115.00/hr.	20.00/hr.	21
Retail Gasoline Dispensers	48.00/hr.	53.00/hr.	5.00/hr.	10
Wholesale Petroleum Meters	60.00/hr.	60.00/hr.	0	0
Liquified Petroleum Gas Meters	60.00/hr.	60.00/hr.	0	0
All Other Commercial Devices	60.00/hr.	60.00/hr.	0	0
<u>Mileage Charge Added to Scale Testing</u>				
Vehicle Up to 10,000 lbs.	\$0.75/mile	\$0.75/mile	0	0%
Vehicle 10,000 to 40,000 lbs.	1.20/mile	1.25/mile	0.05/hr.	4
Vehicle Exceeding 40,000 lbs.	1.55/mile	1.60/mile	0.05/hr.	3

Comment:

Mr. Evan Weeth of the Department of Agriculture, Weights and Measures reports that under the current fee schedule, revenues generated for 1990-91 totalled \$2,553. The Department projects that the revised fees will generate an additional \$500 in revenues for 1991-92, for a total revenue amount of approximately \$3,000. The Department's estimated cost to provide these services in 1991-92 is approximately \$2,900 to \$3,100. Therefore, the revenues from the proposed new fee schedule should approximately offset the cost to provide these testing services.

Recommendation: Approve the proposed resolution.

Item 6 - File 96-91-3

Departments: Real Estate Department
Public Utilities Commission (PUC)

Item: The proposed ordinance would authorize the conveyance of a 2' x 60' strip of land (120 sq. ft.) over a Water Department right-of-way in San Mateo County, pursuant to a settlement agreement approved by the Public Utilities Commission.

Description: The Real Estate Department reports that, in 1988, the City granted an easement to a property owner to allow for a swimming pool and residence which were inadvertently constructed less than two feet into the Water Department's Bay Division Pipeline right-of-way, in San Mateo County. However, according to the Real Estate Department, due to the restrictive conditions of the easement agreement, the owner filed a lawsuit against the builder, former owner and realtors, and the City was subsequently brought into the litigation.

The Real Estate Department advises that a settlement agreement has been reached between the parties, which provides that the City will sell to the property owner a strip of land 2 feet wide and 60 feet in length. The City's sale of the property would be in exchange for a quitclaim of the previously granted easement rights and \$20,000 for the purchase of land, plus \$12,500 for legal and administrative expenses for a total of \$32,500.

Comments: 1. The Real Estate Department has determined that the \$20,000 for the purchase of the land, represents the fair market value for the property.

2. Mr. Carlos Jacobo of the PUC reports that the \$32,500, for the purchase of the land and legal and administrative expenses, would be deposited to the Water Department's Miscellaneous Revenue account. Any expenditure from this account must be appropriated by the Board of Supervisors.

3. The sale of the subject property to the property owner will not affect the City's Master Plan.

Recommendation: Approve the proposed ordinance.

Items 7, 8, and 9 - Files 30-91-19, 101-91-10 and 102-91-5

Note: These items were continued at the Finance Committee Meeting of October 16, 1991.

Departments: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)
Community Mental Health Services (CMHS)
Department of City Planning

Items: Resolution adopting final environmental impact report (File 30-91-19) finding that the construction of a Mental Health Skilled Nursing Facility at San Francisco General Hospital will not have a significant impact on the environment and making Proposition M findings.

Supplemental Appropriation Ordinance (File 101-91-10) appropriating \$23,000,000 for various capital improvement projects, for the creation of one (1) position and deletion of one (1) position, for fiscal year 1991-92.

Ordinance amending the Annual Salary Ordinance (File 102-91-5) reflecting the addition of one position and the deletion of one position in the Department of Public Health, San Francisco General Hospital, using funds from the 1987 Mental Health Skilled Nursing Facility Bond Program.

Description: In November of 1987, the voters approved a \$26,000,000 bond issue for the construction of a Mental Health Skilled Nursing Facility. The first bond sale occurred in June of 1988 for \$3,000,000. The City's second bond sale of \$23,000,000 for the Mental Health Skilled Nursing Facility occurred on June 19, 1991. To date, the City has expended funds from the first bond sale on facility design, drawings, project specifications, an environmental impact report, project management services, financial/legal services and a State plan review.

The proposed ordinance (File 101-91-10) would appropriate the \$23,000,000 in bond proceeds from the City's second bond sale for the construction phase and associated project management services for the project. The proposed Annual Salary Ordinance (File 102-91-5) would add one A942 L Senior Associated Administrator position, and delete one A942 W Senior Associated Administrator position in SFGH's budget, thereby reclassifying the position as a limited tenure position. The A942 L Senior Associated Administrator would act as the DPH's project manager for the proposed Mental Health Skilled Nursing Facility. The proposed resolution (File 30-91-19) would adopt the final EIR for the Mental Health Skilled

Nursing Facility which has been completed by the Department of City Planning.

The SFGH Mental Health Skilled Nursing Facility would include the construction of a 185-bed, sub-acute mental health care facility in two buildings, totalling about 90,000 square feet, with an outdoor activity area and landscaped open space. Under the proposed project, 145 parking spaces and loading area would be added, and 220 parking spaces and a vacant area would be eliminated. The proposed SFGH Mental Health Skilled Nursing Facility would be bounded by U.S. Highway 101, the SFGH Medical Center, and Potrero Avenue between 20th Street and 21st Street.

Comments:

1. The DPH reports that the proposed \$23,000,000 in bond funds (File 101-91-10) would be used as follows:

<u>DPH Project Management Services</u>	\$ 207,926
<u>Departmental Work Orders</u>	
Controller's Office-Financial Advisor	40,700
City Attorney's Office-Bond Counsel	12,500
CAO's Office-Bond Coordination	6,000
<u>DPW Construction Management</u>	1,108,074
<u>DPW Construction Costs</u>	<u>21,624,800</u>
Total Budget:	\$23,000,000

2. The DPH Project Management Services would be provided by an A942 Senior Associated Administrator. Ms. Ana Marino-Gosh of SFGH reports that the position would act as a liaison for the City throughout the construction of the Mental Health Skilled Nursing Facility, and the position would also have to be familiar with emergency treatment of mental health patients in order to assist with the transition of patients to the Mental Health Skilled Nursing Facility.

3. Because bond funds would be used to fund the A942 Senior Associated Administrator position, the proposed ordinance (File 102-91-5) would add an A942 L Senior Associated Administrator and delete a A942 W Senior Associated Administrator position from the Annual Salary Ordinance for 1991-92 in order to reclassify the position as a limited tenure position. A position designated as a limited tenure position must be justified by the Department in the line item explanations as part of the annual budgeting process.

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4. An A942 W Senior Associated Administrator position was added to the hospital work order fund at a salary of \$104,557. This position represented a substitution for a deleted 9750 Staff Assistant IX position which was funded through the \$3,000,000 in proceeds from the first bond sale for the proposed Mental Health Skilled Nursing Facility. The substitution results in an increase of \$28,158 in salary (from \$76,399 to \$104,557 annually). A portion of the A942 W Senior Associated Administrator's position continued to be funded through bond funds in order to provide DPH project management services for the proposed Mental Health Skilled Nursing Facility, although this employee also assumed additional duties related to SFGH operations. Ms. Susan Ehrlich of the DPH reports that the cost of this position upgrade is more than offset by the elimination of a 2143 Assistant Hospital Administrator position with a salary of \$71,000. Ms. Ehrlich indicates that the upgraded A942 W Senior Associated Administrator position performs the duties and responsibilities previously provided by two positions, the 9750 Staff Assistant IX and the 2143 Assistant Hospital Administrator.

5. In order to compensate the Mental Health Skilled Nursing Facility bond funds for the increase in salaries and services to SFGH operations, SFGH has agreed to pay for a portion of the salary to fund the A942 W Senior Associated Administrator position. As noted above, a portion of the A942 W Senior Associated Administrator position for DPH Project Management Services is funded through bond funds. The annual salary for the A942 W Senior Associated Administrator is \$104,557. Including fringe benefits, the position would cost approximately \$131,742 annually, or approximately \$395,226 through FY 1993-94. The portion of the salary and fringe benefits which would be funded through bond funds would be as follows:

FY 1991-92	\$ 720*
FY 1992-93	101,076
FY 1993-94	<u>106,130</u>
Total	\$207,926

*\$95,013 would be funded from the remainder of the proceeds from the first bond sale of \$3,000,000 for a total of \$95,733 for FY 1991-92.

6. Mr. Fred Weiner of the CAO's Office reports that the \$40,700 which is budgeted for the Controller's Office - Financial Advisor would be used to pay for services provided by Public Financial Management and Charles A. Bell Securities Corporation. Mr. Weiner indicates that these

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firms were retained for the issuance of the bond sale. The \$12,500 which is budgeted for the City Attorney's Office Bond Counsel costs would be used to pay for counseling services provided by Brown, Wood, Arnelle and Hastie. Only Charles A. Bell is a City-certified as MBE firm. Mr. Weiner also reports that the \$6,000 budgeted for the CAO's Office Bond Coordination would be used to pay for in-house bond coordination services provided by the CAO's Office.

7. Mr. Jim Buker of the DPW's Bureau of Architecture reports that the \$1,108,074 which is budgeted for DPW Construction Management costs would be used as follows over approximately 26 months:

<u>DPW Construction Management</u>		\$ 386,000
Principal Architect	2 hrs/wk	
Senior Architect	5 hrs/wk	
Project Architect	32 hrs/wk	
Architectural Assistant	8 hrs/wk	
Secretary	8 hrs/wk	
 <u>DPW Construction Inspection</u>		 312,000
Senior Inspector	1 hrs/wk	
Inspector	40 hrs/wk	
 <u>Consultant Architect</u>		 348,000
Kaplan, McLaughlin, Diaz		
 <u>Contingency</u>		 <u>62,074</u>
(Approximately 5.6 percent)		
 Total Construction Management		 \$1,108,074

8. Mr. Tony Leong of the DPW's Bureau of Architecture reports that the Consultant Architect, Kaplan, McLaughlin, Diaz would be undertaking the proposed project as a joint venture with Gordon H. Chong & Associates which is a City-Certified LBE/MBE firm. In addition, the Mechanical Engineer, the Electrical Engineer, the Landscape Architect, and the Civil Engineer which would be subconsultants to Kaplan, McLaughlin, Diaz are City-certified as either MBE, WBE or LBE firms. Mr. Leong indicates that these City-certified subconsultants would perform over 50 percent of the subconsultant work.

9. Mr. Buker reports that the DPW anticipates bids for the construction contract would be issued in January, 1992, and construction is scheduled to be completed by approximately the end of June, 1994. Because the construction contract has not yet been issued, the Budget Analyst recommends that the

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\$21,624,800 budgeted for construction be reserved pending the selection of a contractor, identification of the MBE/WBE/LBE status of the contractor and specific cost details. At the October 9, 1991 Finance Committee meeting, the Committee adopted this recommendation.

10. The Department of City Planning prepared and certified an Environmental Impact Report (EIR) for the project on October 25, 1990, and determined that the project would not have a significant effect on the environment. The proposed resolution (File 30-91-19) would adopt these findings. The Department of City Planning finds that there is no evidence that the proposed project would have a negative impact on the environment. These findings have been adopted pursuant to the California Environmental Quality Act (CEQA) and pursuant to Proposition M. As noted above, the proposed Skilled Nursing Facility upon completion would increase the number of parking spaces by 145, but also eliminate 220 parking spaces, resulting in a net loss of 75 parking spaces. Mr. Dave Felthom of the City Planning Department reports that a proposed restriping project would create a total of 101 additional parking spaces, which would replace the loss of 75 spaces and provide 26 additional parking spaces. Mr. Felthom also reports that after completion of construction of the Mental Health Skilled Nursing Facility, there would be a new demand for parking of 98 spaces, of which 26 spaces are available through the restriping of existing parking lots. Mr. Felthom advises that the EIR which the proposed resolution (File 30-91-19) would adopt has concluded that the remaining 72 spaces (98 spaces less 26 spaces) would have to be absorbed by existing on-street parking. According to Mr. Felthom, given the current shortage of parking in the area, the EIR has concluded that the incremental effect of having an additional shortage of 72 parking spaces would not have a negative impact on the environment. Due to concerns over the apparent general lack of parking in the residential and commercial areas surrounding SFGH, Mr. Felthom reports that an EIR has begun for the proposed construction of a public parking facility at 24th and Utah streets on property owned by the Public Utilities Commission's Municipal Railway.

11. The Board of Supervisors approved a resolution (File 47-90-6) endorsing the construction of a parking facility at 24th and Utah Streets, which would urge the Mayor to urge the Health Commission and the Chief Administrative Officer to begin construction of a parking facility at 24th and Utah Streets in conjunction with the construction of the proposed Skilled Nursing Facility at SFGH; and urging that the construction of such a parking structure be completed earlier

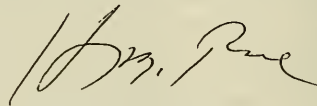
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than, but certainly no later than April, 1994. The Department of Parking and Traffic estimates that construction of the parking facility would begin in May 1992, and be completed by April, 1994. Mr. Tim Johnson of the Department of Parking and Traffic reports that the DPT has estimated that public parking construction generally costs \$16,000 per stall. Based on an estimate of \$16,000 per stall and a proposed capacity of 800 stalls, the proposed new parking facility would cost approximately \$12.8 million to build. Mr. Johnson states that the DPT expects to sell revenue bonds to fund the construction of the proposed parking facility.

12. Mr. Buker indicates that although the DPW anticipates issuing bids for the construction contract for the proposed skilled nursing facility in January, 1992, construction of the proposed skilled nursing facility would not begin until approximately May, 1992. As noted above, the parking facility is also scheduled to begin construction in May, 1992. Therefore, the construction of the parking facility would begin in conjunction with construction of the proposed skilled nursing facility, as is urged by the proposed resolution (File 47-90-6), and the proposed skilled nursing facility project would not be delayed. The parking facility is estimated to be completed by April, 1994 and the proposed skilled nursing facility is estimated to be completed by June, 1994.

13. As previously noted, on October 9, 1991 the Finance Committee reserved \$21,624,800 of the requested \$23,000,000 pending the selection of a contractor, identification of the MBE/WBE/LBE status of the contractor and specific cost details.

Recommendation: Approve the proposed items (Files 30-91-19, 101-91-10 and 102-91-5).



Harvey M. Rose

cc: Supervisor Gonzalez	Supervisor Maher
Supervisor Shelley	Supervisor Migden
Supervisor Hallinan	Clerk of the Board
President Ward	Legislative Policy Analysts
Supervisor Achtenberg	Chief Administrative Officer
Supervisor Alioto	Controller
Supervisor Britt	Sam Yockey
Supervisor Hsieh	Ted Lakey
Supervisor Kennedy	

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BUDGET ANALYST

Memo to Finance Committee
October 30, 1991

Public Library, Documents Dept.
ATTN: Gerry Roth

Item 1e - File 101-90-127.2

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Department: Department of Public Works (DPW)

Item: Request for release of reserved funds for the City Hall dome repair construction contract.

Amount: \$907,350

Source of Funds: 1990 Earthquake Safety Bond funds

Description: The Board of Supervisors previously appropriated (File 101-90-127) \$26,500,000 from the second sale of 1990 Earthquake Safety bond funds for the Earthquake Safety Program Phase 2, and placed \$12,366,998 on reserve for architectural, engineering and construction services for the City Hall project. The proposed release of reserve of \$907,350 would be used for the City Hall dome repair construction contract, leaving a balance on reserve of \$11,459,648 for the City Hall project. The proposed City Hall dome repair construction contract would be awarded to Charles O. Jones, Inc., a City-certified LBE firm. The proposed City Hall dome repair project would include the replacement of drain piping, dome roofing systems and concrete slabs.

Comments: 1. The Bureau of Architecture reports that the proposed release of reserved funds for the City Hall dome repair would be used as follows:

General Contractor Construction

Charles O. Jones, Inc. \$276,216

Subcontractors

TABCO - concrete repair	39,950
Lawson Roofing - roofing replacement	89,252
Concrete Iron - metal fabrication	220,081
Alart - replacement of drain piping	103,583
J&J Sheetmetal - sheetmetal work	59,918
Subtotal Construction	\$789,000

Contingency

15 percent of Construction costs 118,350

Total requested Release of Reserved funds \$907,350

2. As noted above, Charles O. Jones, Inc. is a City-certified LBE firm. However, neither the General Contractor nor any of the above-listed subcontractors are City-certified as MBE

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and/or WBE firms. Mr. Tom Thornton of the DPW's Bureau of Architecture reports that in order to encourage the General Contractor to use MBE and/or WBE firms, the DPW will be sending a written request to the General Contractor requesting that any suppliers or other additional subcontractors which the General Contractor may use on the proposed project be City-certified as MBE and/or WBE firms.

3. Mr. Thornton reports that the dome repair construction contract was advertised in local newspapers and periodicals. In addition, Mr. Thornton reports that the DPW sent an advertisement to all City-certified MBE and/or WBE firms who were listed as construction-related firms with the Human Rights Commission. In addition, Mr. Thornton indicates that follow-up phone calls were made to these City-certified firms in order to encourage them to bid on the project. Mr. Thornton also reports that a lump sum bid was issued by the DPW, meaning that the contract would be awarded to the lowest bidder. The DPW selected Charles O. Jones, Inc. because they were the low bidder.

4. Also as noted above, the DPW is requesting a contingency of 15 percent, rather than a contingency of 10 percent which is usually included in DPW construction contracts. Mr. Thornton states that based on the DPW's previous experience with similar types of seismic upgrading construction projects, it is likely that unforeseen additional cracks or damage will be found. Therefore, the DPW is requesting funds for a fifteen percent contingency.

5. The \$276,216 budgeted for the General Contractor would be used for structural steel work construction, overall project coordination and pedestrian traffic control.

6. According to Mr. Thornton, the above-listed budget is for approximately 75 working days beginning on approximately December 1, 1991 through mid-March, 1992.

7. The proposed dome repair construction would constitute the first phase of the overall City Hall repairs. The first phase of the work would be performed in areas which have the least impact on the building occupants and services. Later phases of the City Hall repair work are scheduled to begin in November, 1992, and would constitute repair and strengthening of ground and main floor walls at building corners, and the installation of bracing at the ground and main floors. Mr. Thornton indicates that the proposed City Hall dome repair would have minimal impact upon the building tenants and no staff would have to be relocated.

However, later phases would require partial and temporary relocation of staff.

8. Mr. Thornton indicates that one of the bidders on the proposed project protested the bid award. The protest was filed because the DPW originally requested bidders to provide lump sum construction costs, and later issued an addendum which requested additional contract specifications. The City Attorney's Office has reviewed this protest and has determined that this protest should be denied.

9. As requested by the Finance Committee at the October 2, 1991 meeting, the Bureau of Architecture is in the process of preparing a report entitled, "Improving the Quality of the Work Environment at City Hall." Mr. Thornton indicates that the report will evaluate additional renovations in City Hall which may be completed in conjunction to the seismic upgrading project. Mr. Thornton reports that these renovations may include upgrades to the Cafeteria, installation of a gym, improving disability access in restrooms, and the installation of an automated teller machine. Mr. Thornton indicates that the DPW anticipates issuing this report to the Board of Supervisors in January, 1992, which would include the scope and a cost analysis of these renovations.

Recommendation: Release the reserved funds in the amount of \$907,350.

